

PROPOSED WORK PLANS FOR CITY DEPARTMENTS
Status Update for FY 2019/2020
New Work Plans for FY 2020/2021

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POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Identify new revenue sources	Evaluate the feasibility of a Police Development Impact Fee	Collaboration among Community Development, Finance & Police Department Staff	June 2020	The results of the assessment

Status: Completed. The Department is coordinating with the Community Development Department to include a Police Development Impact Fee assessment in the future citywide Development Impact Fee Study.

Ensure Long-term Financial Stability	Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness	Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs	Existing Staff	Ongoing	Delivery of service improvements and reduced costs
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Status: Ongoing; The Department continually reviews staffing needs and contractual services to improve the delivery of services while reducing costs.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Evaluate Department Maintenance & Operations (M&O) expenditures	Review all expenditures	Existing Staff	Ongoing	Reduced costs

Status: Ongoing. Staff consistently monitors the Department's Maintenance & Operations expenditures. Expenditures are reviewed and evaluated based on need. Staff regularly contacts vendors to obtain current pricing for items purchased on a routine basis for price comparisons.

Ensure Long-term Financial Stability	Explore Grant Opportunities	Pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, and mental health resources	Existing Staff	Ongoing	Grant funds are awarded
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Status: Ongoing; The Department received a \$100,000 grant award from the California Office of Traffic Safety. Grant funds are used to conduct DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations, Distracted Driving Operations and Traffic Safety Educational Presentations. The efforts are ongoing. The grant is to be completed by September 30, 2020.

On September 24, 2019, the Department received a \$13,471.13 grant award from the U.S. Department of Justice—Bulletproof Vest Partnership to cover one-half the costs of the Department's purchased bulletproof vests over the next two fiscal years.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

On January 27, 2020, the Department submitted a FY 2020-21 Selective Traffic Enforcement Program grant application to the California Office of Traffic Safety in the amount of \$237,000.00 requesting funds to continue and expand Traffic Safety Operations.

On January 29, 2020, the Department submitted a FY 2020-21 Traffic Records Improvement Project grant application to the California Office of Traffic Safety in the amount of \$120,000.00 requesting funds to implement a complete electronic crash reporting system that will export crash reports to the Department's Records Management Systems and the California Highway Patrol's Statewide Integrated Traffic Records System and a complete electronic citation solution system that will improve the accuracy and efficiency of traffic citations. The Department needs timely, accurate, and complete traffic records to identify and prioritize traffic safety issues.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, Safe Routes to School and Traffic Safety presentations	Existing Staff	Ongoing	Achieve the grant objectives and improving traffic safety

Status: *Ongoing; Continue directed traffic enforcement and traffic safety education in furtherance of the Vision Zero project. We continue our efforts to reach the goals set forth in the Vision Zero project. We do this through directed enforcement in areas identified as having higher than normal rates of traffic violations or traffic collisions, and through participation in enforcement activities and educational programs sponsored in part through grants obtained from the California Office of Traffic Safety (OTS). OTS administers traffic safety grants to sponsor programs that reduce traffic deaths, injuries, and economic losses. The program has identified ten priority areas of concentrations for education and enforcement focus: alcohol-impaired driving, distracted driving, drug-impaired driving, infant/child safety, pedestrian and bicycle safety, traffic records, emergency medical services, roadway safety, and motorcycle safety. We participate in the Safe Routes to School (SRTS) program, which focuses on pedestrian and bicyclist safety education. Officers participate in SRTS Walk-n-Roll pedestrian and bicyclists events and in SRTS Safety Nights, which focuses on providing traffic safety education to parents and students at our schools. Educational and safety efforts are conducted at schools throughout the Culver City Unified School District.*



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Evaluate the automated red-light photo enforcement program. Survey intersections and review the feasibility to relocate and/or increase the number of approaches based on violations and accidents	Existing Staff	Ongoing	Reduction in traffic accidents

Status: Ongoing; We continue to evaluate our automated red-light photo enforcement program, based on traffic violation and traffic collision data. Throughout the history of our automated red-light photo enforcement program, intersections in the city have been surveyed and evaluated, in an effort, to utilize the program in the most productive manner possible. The system currently consists of 18 approaches, distributed at select intersections across the city.

Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Access collision data to identify intersections that have a higher rate of traffic collisions	Existing Staff	Ongoing	Reduction in traffic accidents
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Status: Ongoing; We continue to assess traffic collisions and collision data on a monthly basis to monitor collision rates on all city roadways. Annual collision rates are also examined to obtain larger sample sizes and to identify any long-term trends. Traffic violation enforcement efforts are adjusted to target any areas identified as having higher rates of traffic collisions. Traffic safety complaints from residents and other roadway users are also assessed and used to initiate directed enforcement to address observed traffic safety concerns not readily identifiable solely through traffic collision data.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Enhance communication with the Public Works Department for traffic engineering improvements	Collaboration between Public Works & Police Department Staff	Ongoing	Reduction in traffic accidents. Improved circulation and road sharing

Status: Ongoing; The Traffic Section of the Police Department provides updated traffic collision data to the Traffic Engineering Division of the Public Works Department on a monthly basis. This enables the Traffic Engineering to independently review the data to further implement measures to improve traffic safety through traffic engineering improvements. Personnel from the Traffic Section of the Police Department and the Traffic Engineering Division of the Public Works Department conduct quarterly meetings to discuss and coordinate safety and mobility improvement efforts.

Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	Expand the Special Enforcement Team to concentrate patrol by the creek	Funding for new staff; one (1) Sergeant and four (4) Police Officers	June 2020	The effectiveness on crime reduction and prevention
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Status: Completed. The Special Enforcement Team (SET) will be fully staffed with two teams by March 2020. SET patrols the La Ballona Creek and the Bike Path daily. As a result, officers contacted a host of unhoused individuals and offered resources and available shelter options. Working with Code Enforcement, Public Works, and our Mental Evaluation Team, SET focused their efforts on those less fortunate while simultaneously working on keeping the Creek clean and free of trash and contraband. Since June 2019, SET has assisted with approximately 35 clean-ups around the Creek, as well as other encampments around the City. Going forward, SET will continue to focus on its original goals and strategies, in addition to, improving safety in the Creek for pedestrians and bicyclists. Moreover, SET will make a concerted effort to reduce and prevent crime, all while targeting quality of life matters in the community.



2020/2021
PROPOSED BUDGET

POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Expand mental health resources and homeless partnerships with other government entities and non-profits	Existing Staff	Ongoing	Additional resources are utilized

Status: Ongoing; The Culver City Police Department's Mental Evaluation Team (MET) continues to collaborate with other government agencies, as well as local non-profits to expand its mental health resources and homeless outreach partnerships. In an effort to enhance its homeless and mental health resources, the Culver City Police Department continues to partner with the following non-profits and government entities: St. Joseph Center, Upward Bound House, Daniel's Place, PATH- People Assisting the Homeless, LA County Department of Mental Health, LA Homeless Services Authority (LAHSA), U.S. Veteran's Affairs Department and Chrysalis.

In addition, the Mental Evaluation Team has recently established partnerships with two non-profits that deal directly with youth experiencing homelessness and mental health issues in our community: 1736 Family Crisis Center and Daniels Place- which respond to the growing needs of youth victims of domestic violence, human trafficking, sexual abuse and homeless families. The Culver City Police Department is committed to the citizens of Culver City and will continue to expand our mental health and homeless resources by working and building partnerships with local non-profits and government entities.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved	Existing Staff	Ongoing	An increase in collaboration and communication among all parties

Status: Ongoing; The Culver City Police Department's Mental Evaluation Team (MET) continues to collaborate with homeless and mental health providers to provide coordinated case management. Daily, the MET works with the stakeholders in our community to help facilitate services to those in need. Once our MET has established contact with those in need, they work hand in hand with the different social service groups in our community to help coordinate long-term solutions.

The MET is committed to having good open communication and dialogue between all social service teams involved. The MET actively coordinates and attends regular meetings with the Culver City Homeless Committee, L.A. County Department of Mental Health, Los Angeles Homeless Services Authority, St. Josephs Center and LAPD's MET. Several times a month the MET, along with Code Enforcement and Public Works, visit local homeless encampments to offer outreach and assist them with cleanup and sanitation efforts.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Expand the Mental Health Evaluation Teams	<ul style="list-style-type: none"> Staff two (2) full-time Culver City Mental Health Evaluation Teams seven days per week. Work with LA County Department of Mental Health to acquire an additional clinician 	<ul style="list-style-type: none"> Funding for new staff; two (2) Officers Acquire one (1) additional County clinician 	June 2020	New team implemented

Status: Completed; Understanding the need for more mental health resources, the Culver City Police Department recently added a second full-time mental health officer. The mental health officer's primary responsibility is to respond to various mental health related calls, as well as being at the forefront of offering and providing mental health and homeless services and case management. Having a second officer specifically trained to deal with mental health issues will allow us the opportunity to offer coverage 7 days a week to help those in need.

Ongoing; The Culver City Police Department is still currently working to acquire an additional mental health clinician and has been in continuous talks with the LA County Department of Mental Health about our need for additional resources. We are hopeful that the addition of our second full-time mental health Officer will strengthen our request with the County for this much needed resource.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Transform Inglewood Oil Field	At the future site, provide public safety	Provide routine patrol	Existing Staff	Ongoing	To be determined

Status: When the Inglewood Oil Field is re-purposed, the Police Department will provide routine patrol.

ADDITIONAL POLICE DEPARTMENT GOAL

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Procure Required Public Safety Equipment	Replace obsolete portable and mobile police radios	Work with the Fire Department to identify and replace portable and mobile radios that are reaching the end of their service life	Additional Funding and Collaboration between Fire and Police	June 2023	Purchase new radios

Status: Portable hand-held radios are a required piece of equipment for all police personnel and some professional staff. In FY 15/16, the Police Department worked with the Fire Department to replace half of our old portable hand-held radios, about 60 radios in total. In FY 19/20, the Fire Department's approved budget included funding to replace the remainder of our old portable hand-held radios. The Fire Department is currently in the process of procuring 68 new radios for the Police Department.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Create a Chief's Youth Advisory Committee	Foster a coalition between the youth of Culver City and the Police Department	<ul style="list-style-type: none"> Establish committee selection guidelines Select a committee of approximately 12 youth Conduct regular committee meetings 	Existing Staff	June 2020	Chief's Youth Advisory Committee is formed

Status: After careful consideration, the Department decided to create a Chief's Advisory Panel, in lieu of a Chief's Youth Advisory Committee. The Department, collaborating with the City Council's Equity Sub Committee and the City's Equity Manager Mily Huntly, is working to select the Chief's Advisory Panel. The panel will be a cross section of the Culver City community consisting of primarily adults, but also several Culver City High School students. The panel will report to the Chief in an advisory capacity and meet with the Chief on a monthly or as needed basis. At these meetings, the Chief will seek input and feedback from the panel on Police Department policy, procedures, new programs and equipment. The panel will make recommendations to the Chief, which will be used to help shape and create Department policy, procedures, new programs and equipment. Additionally, the panel will be encouraged to bring police related community concerns and issues to the Chief and help organize community meetings. The Chief and advisory panel will bring items to the City Council as needed. The panel is currently being formed and we anticipate it will be up and running in March of this year.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness	Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs	Existing Staff	Ongoing	Delivery of service improvements and reduced costs
	Evaluate Department Maintenance & Operations (M&O) expenditures	Review all expenditures	Existing Staff	Ongoing	Reduced costs
	Explore Grant Opportunities	Pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, and mental health resources	Existing Staff	Ongoing	Grant funds are awarded



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, Safe Routes to School and Traffic Safety presentations	Existing Staff	Ongoing	Achieve the grant objectives and improving traffic safety
	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Evaluate the automated red-light photo enforcement program. Survey intersections and review the feasibility to relocate and/or increase the number of approaches based on violations and accidents	Existing Staff	Ongoing	Reduction in traffic accidents
	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Access collision data to identify intersections that have a higher rate of traffic collisions	Existing Staff	Ongoing	Reduction in traffic accidents
	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Enhance communication with the Public Works Department for traffic engineering improvements	Collaboration between Public Works & Police Department Staff	Ongoing	Improved circulation and road sharing



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	The Special Enforcement Team will continue to patrol by the creek	Existing Staff	Ongoing	The effectiveness on crime reduction and prevention

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Expand mental health resources and homeless partnerships with other government entities and non-profits	Existing Staff	Ongoing	Additional resources are utilized
	Identify homeless and mental health resources for officers to provide on patrol	Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved	Existing Staff	Ongoing	An increase in collaboration and communication among all parties



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Expand the Mental Health Evaluation Teams	Work with LA County Department of Mental Health to acquire an additional clinician	Acquire one (1) additional County clinician	June 2021	New team implemented

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Transform Inglewood Oil Field	At the future site, provide public safety	Provide routine patrol	Existing Staff	Ongoing	To be determined



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

ADDITIONAL POLICE DEPARTMENT GOALS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Update, Enhance and Expand the Department's Information Technology	Improve Information Technology Stability and Sustainability	<ul style="list-style-type: none"> Rewire the Police Station's Network Upgrade the Station's Security System Hardware Equipment Replacement 	Additional Funding for contractual services, Hardware and Software	June 2022	Completed
Create and Implement a Three-Year Department Strategic Plan	<ul style="list-style-type: none"> Identify Department Goals Identify Effective and Efficient Allocation of Resources Succession Plan by identifying Employee Development Needs 	Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation and Input	Existing Staff	December 2020	Completed and Implemented



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2019/2020 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

- Improve the Department's outreach to better assist the homeless community.

Status: Ongoing. Department personnel have received specialized training. Firefighters share resources with people experiencing homelessness (e.g., rain ponchos during inclement weather, shelter location list). A Department representative regularly attends the City's Committee on Homelessness meetings to provide related data and input.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Obtain FEMA SAFER grant to fund six new firefighter/paramedic positions.

Status: Completed. The SAFER grant was accepted by the City Council on October 14, 2019. The Department is currently working to hire six firefighters, purchase two paramedic ambulances, and purchase equipment for the new ambulances.

- Work with other Los Angeles Area Fire Departments to establish a Joint Powers Authority to direct regional training efforts.

Status: Completed. The Los Angeles Area Regional Training Group JPA was formed on September 18, 2019.

- Achieve re-accreditation by the Commission of Fire Accreditation International (CFAI).

Status: Completed. On August 8, 2019, the Department achieved accreditation for the fifth time (i.e., every five years since 1998).

SUPPRESSION

- Evaluate and update the recruit training program to adapt to changes in California's firefighter training and certification procedures.

Status: Completed. The Department partnered with El Camino College and successfully certified new firefighters under the new procedures.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Equip all apparatus with emergency responder traffic alert system.

Status: Completed.

- Replace “jaws of life” extrication equipment (spreader, cutter, ram) with modern battery-powered equipment.

Status: Completed.

EMERGENCY MEDICAL SERVICES

- Work with the PRCS Department to investigate lessening the response time to provide direct resources to “at risk” seniors and other populations including revising the scope of work for the City’s contractor and establishing a partnership with colleges that offer Social Welfare/Work like UCLA Department of Social Welfare to provide field work and office setting experiences to graduate students and in turn receive assistance in helping community members in need.

Status: Ongoing. A contract with Special Service for Groups Sustaining Independent Lives with Vital Empowering Resources (SSG SILVER) was expanded to six hours a day, five days a week. SSG staff and one intern from UCLA’s Licensed Clinical Social Worker program work with community members to provide assistance and referrals as needed. PRCS and CCFD have held meetings to determine the method, type and amount of support SSG will provide in the future to further assist the Fire Department, Police Department, Senior Center, and community at large.

- Reduce the amount of time it takes to hire ambulance operators. Goal = 3 months from application to start date.

Status: Ongoing. Initial attempts to streamline the process have been unsuccessful. The Department will continue to work with Human Resources and carry this work plan over to FY 2020-21.

- Provide enhanced training to all EMS personnel on the care and treatment of mental health and substance abuse patients.

Status: Completed.

EMERGENCY PREPAREDNESS

- Review and update the Emergency Operations Plan (EOP). The update is required every 3 years and the last update occurred in 2016.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

Status: In progress. The Department anticipates completion in August 2020. This work plan will be carried over to FY 2020-21.

- Develop a crisis communication plan and establish a cross-departmental team of trained personnel.

Status: Completed.

- Work with the Finance Department to develop a comprehensive disaster cost recovery plan and deliver training to select Finance Department personnel.

Status: In progress. Completion expected before June 20, 2020.

COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION)

- Develop and pilot test an enhanced Brush Inspection Program.

Status: Ongoing. The Department has identified 452 parcels within the Very High Fire Hazard Severity Zone. Parcel by parcel inspection procedures have been pilot tested. This work plan will be carried over to FY 2020-21.

- Adopt the 2019 California Fire Code.

Status: Completed. The 2019 California Fire Code was adopted by the City Council November 18, 2019.

- Conduct a smoke alarm campaign focused on mobile homes and low-income motels.

Status: Completed. Department personnel concluded visits and smoke alarm installations on December 21, 2019.

- Publish public education safety videos (e.g., smoke alarms, cooking) on the Department's website in multiple languages (e.g., Spanish, Arabic, English). Utilize the safety videos in social media where appropriate.

Status: Completed.

- Create an intern position to help with the development of pre-fire plan program and other mapping projects.

Status: Completed.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Implement a program to conduct annual fire hydrant inspections and maintenance.

Status: Completed.

TELECOMMUNICATIONS

- Complete a backup connection to the Interagency Communications Interoperability System (ICI System) regional communication network.

Status: In progress. The Department anticipates completion prior to June 30, 2020.

- Work with the Transportation Department to implement the radio component of the Smart Bus Project.

Status: Completed.

- Replace the Uninterruptable Power Supply (UPS) at the Baldwin Hills Tower site. Ensure that there is a minimum of 24 hours of battery backup for this mission critical communications infrastructure.

Status: In progress. This workplan will be carried over to FY 2020-21.

- Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life.

Status: Ongoing. This is the first year of a three-year project. By June 30, 2020, the Police Department needs will have been addressed.

FISCAL YEAR 2020/2021 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

- Improve the Department's outreach to better assist the homeless community.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Place the third rescue ambulance in service. The Department estimates implementation by July/August 2020.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Obtain the Assistance to Firefighters Grant (AFG) to fund the purchase of new self-contained breathing apparatus (SCBA) and a compressor/fill station.
- Complete the Commission on Fire Accreditation International (CFAI) 2020 Annual Compliance Report.

SUPPRESSION

- Replace Thermal Imaging Cameras on all front-line apparatus.
- Provide formal safety officer training to all captains and battalion chiefs.
- Work with the Transportation Department to track apparatus out-of-service time and implement measures to reduce the amount of time apparatus are unavailable due to mechanical issues.

EMERGENCY MEDICAL SERVICES

- Work with Human Resources to reduce the amount of time it takes to hire ambulance operators. Goal = 3 months from application to start date.
- Expand the scope of practice for all Culver City Paramedics by joining emerging cardiac arrest and stroke treatment pilot programs.

EMERGENCY PREPAREDNESS

- Update the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services. Incorporate the comprehensive Disaster Cost Recovery Plan into the EOP.
- Review and replace expired disaster supplies and stored water located throughout the City.
- Enhance the Community Emergency Response Team (CERT) program, focusing on training, coordination, and recruitment.
- Work with Human Resources to update the Disaster Service Worker Program policies, procedures, and FAQs for City staff.

COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION)



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Continue to enhance the Brush Inspection Program.
- Implement Community Connect. This service is an easy, free, and secure way for community members to provide critical information to the Department's first responders.
- Implement digital (tablet) fire inspections.

TELECOMMUNICATIONS

- Replace the Uninterruptable Power Supply (UPS) at the Baldwin Hills Tower site. Ensure that there is a minimum of 24 hours of battery backup for this mission critical communications infrastructure.
- Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life. This will be the second year of a three-year project.
- Explore the cost, benefits, and technical requirements of moving local government radio users (e.g., Public Works, PRCS, Transportation) from the current public safety radio system to a commercial system. Consider partnership with CCUSD.
- Work with the Interagency Communications Interoperability (ICI) Systems JPA to move the back-up master site (Dynamic System Resiliency) from Santa Monica to Culver City.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT

GOALS

A) Ensure Long-term Financial Stability

Objective 1: Identify new revenue sources to maintain financial stability.

Municipal Plunge (#1): Expand the existing swim lesson program at the Plunge from a single-season program to a year-round program, to increase revenue and provide greater opportunities for children to become water safe and develop an appreciation for a lifelong skill that will improve their overall health.

1. The short-term (1 year) objective is to offer the swim lesson program in the fall, winter and spring in addition to the current summer months schedule.

Status: Delayed/Carryover to FY 20-21 – The PRCS Department has had difficulty retaining and recruiting Water Safety Instructors (WSIs) and Lifeguards (LGs) to offer the expanded service. This is an industry-wide trend that Parks and Recreation professionals are collaborating to counteract. Additionally, staff is working with HR to try to streamline recruitment processes for WSIs/LGs. The next HR recruitment process for Lifeguards is scheduled for March 2020.

2. The action steps are to (a) create a year-round schedule for the program offered during times that are appealing to and accessible to families and individuals; (b) develop and implement a marketing plan to promote the program that stress the health and safety benefits of swimming and being water safe; and, (c) utilize Swim Instructors and Lifeguard staff to teach the lessons.

Status: The City's Plunge web-pages will be updated in March 2020 with the Spring & Summer Lap Swimming, Summer Swim Lessons and Spring & Summer Water Exercise Classes. Social Media platforms will be used to inform users & followers of the updated information as well as the benefits related to swimming for all ages.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first two action steps and increased lifeguard and swim instructor hours and material costs for the third action step. It is anticipated that any additional expenditures will be offset by increased revenue.

Status: The increased expenditures and revenues have been delayed due to the challenges surrounding retention and hiring of qualified staff. The marketing component



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

is being handled by the Recreation & Community Services Coordinator and supported by part-time staff.

4. The timeframe for the action steps is as follows: (a) June and July 2019; (b) August and September 2019; and, (c) October through December 2019, and January through June 2020.

Status: The marketing of the programs currently offered at the Plunge has occurred and will continue to occur, with the next reporting period.

5. The indicator for success will be enrollment in the new courses which will be tracked using registration software. The goal will be that participation numbers reach a minimum of 50% overall enrollment for new class offerings, based on the maximum number of participants per course.

Status: The registration system will continue to be used to see if the programs described will have an increase based on the marketing efforts.

Municipal Plunge (#2): Expand the current schedule of American Red Cross Courses offered at the Plunge to provide additional opportunities for the public to learn First Aid, Cardiopulmonary Resuscitation (CPR), and to become Lifeguards and/or Water Safety Instructors (WSI).

1. The short-term (1 year) objective is to host fall and spring sessions of First Aid, Cardiopulmonary Resuscitation (CPR), Lifeguarding, and Water Safety Instructor (WSI) courses.

Status: A contract with an Independent Contractor is being finalized with a target date for recertification of staff in late March and community classes to begin in May/June.

2. The strategy to accomplish the objective is to offer the courses twice per year using existing City staff, volunteers, contractors, and partnerships.

Status: PRCS is currently using City staff and contractors to accomplish this objective.

3. The human and financial resources necessary to accomplish the strategy will be the establishment of partnerships and/or contractual services to conduct the Lifeguarding and WSI courses and the scheduling of additional staff hours to teach the CPR classes. It is anticipated that any additional expenditures will be offset by increased revenue.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

Status: The City contract will be a 70/30 split. Any cost associated outside of staff hours and City facilities will be directly offset by participant registration.

4. The timeframe for the implementation of the strategy is Fall 2019 and Spring 2020.

Status: Staff is working diligently to offer a class/program in Spring 2020.

5. The indicator for success for the additional First Aid and Cardiopulmonary Resuscitation (CPR) courses will be successful completion of the course as tracked and recorded by the instructors. The indicator for success for the additional Lifeguarding and Water Safety Instructor (WSI) courses will be determined by the number of newly certified potential candidates that the City can select through open recruitment to strength the existing staff.

Status: The indicators remain unchanged.

Objective 2: Maximize existing sources of revenue.

Culver City Afterschool Recreation Program (CCARP) and Teen Center: Maximize participation in the afterschool programs currently offered by CCARP and at the Teen Center.

1. The short-term (1 year) objective is to raise enrollment caps in those afterschool programs as indicted by facility assessments.

Status: The Park facilities where the afterschool program (CCARP) takes place are at their capacity. Therefore staff has had conversations with CCUSD administration as well as a few of the principals who expressed the possibility of expansion onto the school sites. This, however, would require additional staff to increase capacity and separate the program into two locations (in the Park and on the school campus). As the City and CCUSD continue to relook at the Joint Use Agreement, staff will look at options for the future to allow for CCARP programs in the park and on campus if the needs arise. Late last month, staff was invited to put in a request for an additional room at Linwood Howe Elementary School in order to increase capacity at that location, has received approval and accepted 12 more participants from the waiting list.

2. The action steps are to (a) develop and conduct facility assessments that include measures of the indoor and outdoor space available for participant activities and to set realistic enrollment goals based on available resources; and, (b) raise enrollment caps in those programs as indicated by the facility assessment.

Status: The Culver City Fire Department (CCFD) has provided staff with the capacity limits for the City facilities, which include capacities for chairs only, tables and chairs, and



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childcare. PRCS has currently maximized capacities at all the current CCARP locations. Staff is seeking additional space on the CCUSD campuses as well as investigating the possibility of offering this service at an offsite City facility, which would require transportation. PRCS is coordinating with Transportation to seek various possibilities for transporting students in the future.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first action step. The resources necessary to accomplish the second action step, assuming that increased opportunities for enrollment are indicated, will be increased staffing in order to maintain staff-to-participant ratios and the purchase of more supplies for activities. It is anticipated that any additional expenditures will be offset by increased revenue.

Status: Capacities for every CCARP location have been increased to maximize enrollment and service to the community. Additional staff were hired to accommodate the expansion and should additional space come available this school year or in the future, additional staff will be needed to meet increased enrollment.

4. The timeframe for the action steps is as follows: (a) June and July 2019; and, (b) August and September 2019.

Status: Capacities were increased in August/September for most facilities and at Linwood Howe in November. Linwood Howe was increased again in February to allow more participants starting on March 1.

5. The indicators for success will be afterschool program enrollment and retention which will be tracked using registration software.

Status: CCARP has been and continues to be extremely successful and highly sought after. Registration is slated to open in early April for returning families first, then Culver City residents and then to the entire public. If registration continues to be at capacity staff will seek additional space and locations as well as the increased need for staff in order to try to increase enrollment for the 2020-2021 school year.

B) Enhance Mobility and Transportation

Objective 1: Improve transportation infrastructure.

Day Camps and Teen Center: Offer workshops specifically designed for youth and teens that impart an understanding of alternative modes of transportation in the community.



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1. The short-term (1 year) objective is to focus on transportation options for youth/teens and their families through two age-appropriate workshops, one for day camp participants and one for Teen Center participants.

Status: As was done last summer, plans are again in place for participants of our 2020 summer teen camp program to take two field trip outings on public transportation. This will include education and purchasing of tap cards as well as transferring between transportation types such as trains and busses.

2. The action steps are to (a) establish partnerships with local public and non-profit organizations that promote mobility, transportation and safety; (b) collaborate with partners to develop age-appropriate transportation workshops; and (c) schedule, publicize and host the workshops.

Status: PRCS Staff plan to meet with staff from other City Departments to collaborate on this endeavor to assist with the communication, education and hands-on learning for the teenagers.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first and second action steps. The resources necessary to accomplish the third action step are staff hours and City facilities. It is anticipated that the new workshops will not require resources beyond those which are already allocated for day camps and Teen Center activities.

Status: Staff is working on setting up internal meetings with other Departments and determining the schedule for the activities.

4. The timeframe for the action steps is as follows: (a) and (b) June and July 2019; and, (c) August 2019 through June 2020.

Status: The timeframe for the action has been revised to (a) in February-May 2020 and the hands-on education will take place in June-August 2020.

5. The indicator for success will be the level of participation in the workshop as evaluated and recorded by the workshop facilitators.

Status: The indicator for success will be educating local teens on public transportation and providing them the confidence to utilize it themselves and the comfort to teach their families how to be successful using public transportation.



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Culver City Senior Center: Offer programs specifically designed for seniors that promote good driving skills and motor vehicle safety.

1. The short-term (1 year) objective is to host a minimum of two programs that provide information regarding becoming a better and safer motorist.

Status: AARP has hosted four 8-hour Driver Safety Program since July 1, 2019. They have also offered four of a 4-hour refresher course.

2. The action steps are to (a) partner with organizations that have already developed successful safe driving programs, including the American Association of Retired Persons (AARP; the "Smart Driver" Course) and the American Automobile Association (AAA; the "Car Fit" Program); and (b) schedule, publicize and host the workshops.

Status: Eight sessions of AARP's Driver Safety Program has been offered. Their course is designed to help improve the drivers' awareness. Unfortunately, the AAA CarFit program has been delayed until next fiscal year due to lack of AAA volunteers.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first action step. The resources necessary to accomplish the second action step are staff and volunteer hours and City facilities. It is anticipated that the new workshops will not require resources beyond those which are already allocated for Senior Center programs.

Status: City staff has marketed the course in the monthly Senior Center Newsletter and City website.

4. The timeframe for the action steps is as follows: (a) June through December 2019; and, (b) January through June 2020

Status: From June through December 2019, six sessions were held. With the goal of five more between January & June 2020.

5. The indicator for success will be the results of the standard evaluations that are typically done for these programs.

Status: Participants have informed staff of their appreciation for the program.

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ADMINISTRATIVE DIVISION



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- Continue working with staff on succession planning and Department staffing structure to ensure successful continuity, collaboration, opportunities, and service to the community

Status: PRCS recently promoted three staff to RCS Supervisors and is hoping to promote two additional staff to backfill the vacated RCS Coordinators. Filling the Department vacancies has allowed for a new organizational structure that provides increased supervisory and managerial oversight to different areas within the Department that are expanding and growing in order to better service the residents in Culver City.

- Continue to enhance and expand the branding and marketing of the PRCS Department and the programs and events through Culver City Living distribution, social media engagement and event/program-specific surveys.

Status: The newly designed Culver City Living has been in publication for about a year and staff is trying to spread the word through social media, the City's website, GovDelivery emails and other free marketing opportunities. Staff has printed a few hundred copies to bring and distribute at special events and has run out of the copies every time. Staff will continue to work on evaluating programs and events as well as look for alternative means of expanding our brand.

- Work with Community Development and the Parks, Recreation and Community Services (PRCS) Commission to assist with aspects that pertain to parks, recreation, open space, etc. for the General Plan Update.

Status: Staff has provided comments to the portions of the General Plan Update when requested by Community Development. Staff notifies all Commissioners and Committee members within the PRCS purview when a Speaker Series presentation has a subject matter of parks, recreation, open space, accessibility, etc.

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- The Volunteer Program will continue rollout, introduction and training for web-based volunteer software with goal of having all existing volunteers (around 500) registered and using the system by the end of the FY (June 2020).

Status: City staff has determined to use "Better Impact" as its new volunteer software. The goal is still to have the software usable by the community by June 2020.



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- The Disability and Social Services Program will identify new partnerships and sponsorships to help support and enhance the 16th Annual Abilities Carnival and Resource Fair celebrating Culver City's Disability Awareness Month.

Status: The 16th Annual Abilities Carnival and Resource Fair was highly successful with the largest turnout in years. Long-standing partnerships continued with community organizations including the Exchange Club, Girl Scouts, Culver City Senior Citizens Association. For future events, City staff is checking with other local non-profits and businesses to see if they're able to financially contribute to the event or take responsibility for aspects of the event such as entertainment, photo booth, and face painting to name a few.

- Work with the Fire Department to investigate lessening the response time to provide direct resources to "at risk" seniors and other populations including revising the scope of work for the City's contractor and establishing a partnership with colleges that offer Social Welfare/Work like UCLA Department of Social Welfare to provide field work and office setting experiences to graduate students and in turn receive assistance in helping community members in need.

Status: A contract with Special Services for Groups, SILVER (SSG) was expanded to six hours a day, five days a week. SSG staff and one intern from UCLA's LCSW program work with community members to provide assistance and referrals as needed. Meetings between PRCS and CCFD have been held to best determine the method, type and amount of support SSG will be offering in the future to further assist the Fire Department, Police Department, Senior Center and community at large.

- VMC staff will research and conduct a thorough analysis to identify new equipment and layout options for the VMC kitchens. TriMark Orange County finished its study and recommended that a structural engineer review each area as a next step.

Status: Funding for the Structural Engineer has not been identified. Staff will be meeting with West Basin Municipal Water District who recently re-launched the "Cash for Kitchens" Program to see if there is an opportunity to secure free, low-cost or discounted equipment.

RECREATION DIVISION

- Develop an informational flyer with park policies and rules to hand out to all park and facility users in an effort to improve patrons' experiences at Culver City parks.

Status: Signage has been posted and business cards have been and are routinely distributed reminding park visitors that dogs are only permitted on City Council approved Pooch Paths. Staff is working with the PRCS Commission "Ad Hoc Parks and Facilities Sections of the Culver City Municipal Code Review Subcommittee" on reviewing the current Park



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Prohibitions in the City's Municipal Code in order to recommend to the City Council if any revisions and updates should be made. Additionally, staff is revisiting several of the Department's policies and procedures to ensure consistency and compatibility.

- Revisit the goals, objectives and criteria for the Youth Mentoring Employment Program to ensure the City is serving the community's needs.

Status: Goals have been forwarded to the Human Resources Department for consideration as this program involves hiring of teenage staff. HR is reviewing the program and processes for standardization and fair practices and determining if HR should retain control of the program or if it should remain in PRCS to best serve the participants.

- Revise the contracts with Contract Instructors to better define roles, responsibilities, conduct and expectations.

Status: New contracts for the City's Contract Instructors were developed and implemented starting July 1, 2019. These contracts provide better instructions, definitions and a clearer understanding of expectations and responsibilities of the contractors. They have allowed for better communication and improved knowledge of the instructors and a more streamlined approach for staff. The experience is better for participants, which has been demonstrated by continued increased participation in classes and camps.

- Expand the usage of ActiveNet throughout the PRCS Department to allow for improvements and ease of facility and program registration.

Status: Staff is hosting a training for staff in early March to learn about the new facility module that ActiveNet recently released. Staff will then put together a plan to improve facility and program registration.

PARKS DIVISION

- Complete all phases of the Tellefson Park Playground Improvement Project, including (a) overseeing the initial design process; (b) conducting community workshops; (c) implementing design adjustments based on community input; (d) submitting the Project to the Parks, Recreation and Community Services Commission for review and recommendation to the City Council; (e) presenting the plans and specifications to the City Council for approval; (f) advertising for bids; (g) evaluating the bids; (h) presenting the bid results to the City Council; and, (i) managing the construction contract.

Status: The Project was awarded to Cicero Engineering on February 10, 2020. Signing the contract is underway. Equipment procurement will commence when contract is signed by all



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parties. Projected start of construction is late March to early April. Projected completion of project is 90 days from the equipment received date and construction commencement.

- Engage a firm with the appropriate credentials and experience to conduct community workshops for the Lindberg Park Playground Improvement Project with the goal of developing a shared community vision for the Park. Continue to research potential funding sources for the Project. As funding becomes available, solicit conceptual designs based on community input. Investigate opportunities for value engineering, as appropriate.

Status: Staff is researching successful consulting firms experienced in conducting inclusive play community outreach. Staff expects to have a firm under contract by the late May/early June 2020 to begin the outreach process.

- Continue upgrading citywide irrigation systems to ensure AB-1881 compliance. Work with the Information Technology Department and Calsense to upgrade the Calsense Central Controllers system throughout the City where feasible.

Status: Staff is working with the consulting firm Summers Murphy & Partners (SMP) to get a proposal to audit all the parks, green belts, city facilities, and medians. Staff is continuing to work with Information Technology (IT) staff to upgrade existing central controller system's capability and compatibility with the newest Calsense software.

- Update park regulation and ordinance signs once the Park Prohibitions in the Culver City Municipal Code are updated based upon the Parks, Recreation and Community Services Commission's recommendations and City Council approval.

Status: The PRCS Commission "Ad Hoc Parks and Facilities Sections of the Culver City Municipal Code Review Subcommittee" is scheduled to meet in mid-February to begin reviewing recommended changes to the Park Prohibitions portion of the Municipal Code. Upon conclusion, the PRCS Commission will recommend changes to the City Council and if adopted, staff will update the signage at the parks informing the users of the current regulations.

- Seek a contractor to replace parcourse exercise equipment and drinking fountains with "hydration stations" at one park in Fiscal Year 2019-20 with the goal of replacing all the equipment and drinking fountains over the next several years.

Status: Working with consulting firm Linda Endler Design to research new technological advances in Parcourse exercise equipment. Scoping the Phase I equipment replacement at Veterans Park, Lindberg Park and Blanco Park of the project to be completed by June 2020. Additional Drinking Fountains with Hydration Stations are scheduled for bidding and



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installation at Tellefson Park, Culver West Alexander Park and Syd Kronenthal Park by the end of June 2020.

- Based on the Turf Consultant's findings, bring recommendations from the Parks, Recreation and Community Services Commission to the City Council for policy and budget discussions.

Status: The Turf Consultant Report was presented to the PRCS Commission on November 5, 2019 and discussions were held at subsequent Commission meetings in order to make a recommendation to the City Council. The PRCS Commission is recommending one-time and ongoing budget enhancements to the City Council to assist with improved maintenance of the turf in the parks. Policy recommendations are being discussed with regards to the Park Prohibitions this fiscal year. Future policy discussions will likely occur if and when turf rehabilitation and upgraded maintenance plans are put in place.

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT

GOALS

A) Ensure Long-term Financial Stability

Objective 1: Identify new revenue sources to maintain financial stability.

Municipal Plunge: Expand the existing swim lesson program at the Plunge from a single-season program to a year-round program, to increase revenue and provide greater opportunities for children to become water safe and develop an appreciation for a lifelong skill that will improve their overall health.

1. The short-term (1 year) objective is to offer the swim lesson program in the fall, winter and spring in addition to the current summer months schedule.
2. The action steps are to (a) create a year-round schedule for the program offered during times that are appealing to and accessible to families and individuals; (b) develop and implement a marketing plan to promote the program that stress the health and safety benefits of swimming and being water safe; and, (c) utilize Swim Instructors and Lifeguard staff to teach the lessons.
3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first two action steps and increased



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lifeguard and swim instructor hours and material costs for the third action step. It is anticipated that any additional expenditures will be offset by increased revenue.

4. The timeframe for the action steps is as follows: (a) June and July 2020; (b) August and September 2020; and, (c) October through December 2020, and January through June 2021.
5. The indicator for success will be enrollment in the new courses which will be tracked using registration software. The goal will be that participation numbers reach a minimum of 50% overall enrollment for new class offerings, based on the maximum number of participants per course.

Parks: Partner with the contracted irrigation consultants to conduct citywide irrigation audits to determine current irrigation system levels of compliance with AB-1881, the State Water Mandate. Determine the necessary system upgrades to bring the City's irrigation into compliance with the ordinance. This includes all parks, City facilities, medians, and greenbelts. Based on the audit results, an assessment of the costs to upgrade the citywide irrigation systems will be conducted. Continue to work with the IT Department and Calsense to upgrade the Calsense Central Controllers System to the new wireless systems throughout the City.

1. The short-term (1 year) objective is to work with a contracted irrigation consultant to determine the timeline and pricing for city-wide irrigation audits to determine levels of compliance with AB-1881. This will include reviewing current irrigation maps and creating new maps to replace those that are outdated or missing. The long-term (1-3 years) objective is to work with the contractor to conduct the audits and determine what upgrades are necessary and the costs associated with the upgrades.
2. The action steps are to (a) secure an irrigation consultant; (b) review current and create new irrigation maps; and (c) develop the timeline and pricing to conduct the irrigation audits.
3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first action step. The resources necessary to accomplish the second and third action step are administrative-level staff and irrigation maintenance technicians and a City contractor.
4. The timeframe for the action steps is as follows: (a) July through October 2020; and, (b) and (c) November 2020 through June 2021.



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5. The indicator for success will be the completion of the irrigation maps and timeline and estimates for the irrigation audits throughout the City.

Marketing: Diversify advertising and marketing of PRCS programs, events and services in order to reach a wider audience, including those who do not subscribe to GovDelivery or follow the Department/City on Social Media. This includes, but is not limited to brochure printing and mailing, doorhangers, direct mail, and paid advertising.

1. The short-term (1 year) objective is to determine which methods of marketing and advertising will provide the best Return-on-Investment (ROI) an greatest reach for the PRCS Department. In consecutive years, asking registrants how they heard about classes, programs, events, and activities will help determine continued marketing efforts and/or alternative methods that should be sought.
2. The action steps are to (a) determine what are the best advertising and marketing options to communicate programs, classes, events, and activities to the community beyond what is currently being done; (b) select which options provide the best ROI and greatest reach for the PRCS Department; and, (c) try one or more of these options; (d) (future years) seek feedback on how participants heard about the program, class, event or activity to determine success or whether to seek alternative methods.
3. The human and financial resources necessary to accomplish these action steps will be staff time for all action steps, utilization of a contracted marketing firm for the first and second action step and participants in the fourth action step.
4. The timeframe for the action steps is as follows: (a) July through September 2020; (b) September through December 2020; (c) January through June 2021; and, (d) July 2021 and beyond.
5. The indicator for success will be increased awareness and enrollment in classes, programs, events, and activities.

FISCAL YEAR 2020/2021 WORK PLANS

- Streamline and improve paperwork, processes, policies, and regulations to maintain Department-wide consistency and continuity while improving internal and external customer service.



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- Develop a Department orientation for new employees as well as an ongoing part-time staff training program as strategic tools for continued growth, increased productivity and retention that will assist with improving the level of customer service and quality of programs.
- Expand senior programs, classes and/or events to at least one facility outside of the Senior Center in order to bring programs to the community versus the community coming to the Center.
- Identify one new partner to offer a program for individuals with disabilities in order to expand service delivery. Partnering with an organization or business will allow for the program to be self-sustaining.
- Enhance and expand special event offerings to include smaller monthly events held in community parks as well as the development of at least one additional large-scale event in order to increase a sense of community and belonging, boost individual mental well-being, create new partnership opportunities and promote the value of play.
- Develop a plan for collecting relevant opinions regarding the types of classes and programs that the community feels are lacking or underserved in our current offerings and begin implementation of the plan with at least two different types of outreach efforts in order to continue meeting the changing needs of the community.
- Evaluate current part-time staffing levels as well appropriateness of classification to meet the program needs for all City-operated programs and PRCS-managed facilities with the goals of providing safe, high-quality and consistent programs and customer service, while maintaining fiscal responsibility.
- Work with the consultant to conduct community outreach, workshops and design charettes for the Lindberg Park Playground Improvement Project with the goal of developing a shared community vision for the Park. Continue researching potential funding sources and investigate value engineering, as appropriate.
- Partner with the contracted irrigation consultants to conduct citywide irrigation audits to determine current irrigation system levels of noncompliance with AB-1881, the State Water Mandate. Determine the necessary system upgrades to bring the City's irrigation into compliance with the ordinance. This includes all parks, City facilities, medians, and greenbelts. Based on the audit results, an assessment of the costs to upgrade the citywide irrigation systems will be conducted. Continue to work with the IT Department and Calsense to upgrade the Calsense Central Controllers System to the new wireless systems throughout the City.



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- Replace and add new parcourse exercise equipment at Blanco Park, Lindberg Park, Veterans Park, Fox Hills Park and replace drinking fountains with hydration stations at Syd Kronenthal Park, Culver West Alexander Park, Culver City Park Skate Park, and Tellefson Park, with the goal of replacing and adding parcourse equipment and hydration stations at other parks over the next several years.
- Scope and replace the asphalt basketball court at Culver West Alexander Park with a concrete basketball court, with the goal of replacing one asphalt basketball court per year until they are all converted to concrete.
- Scope and cost adding shade structures over the recently replaced playgrounds that do not currently have any or enough shade.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2019/2020 WORK PLANS

IT Strategic Direction and Policy

- Implement a Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations.

Status: Ongoing. Extended private WiFi (which requires a password to connect) to Fire Station #2, and Fire Station #3. Extended public WiFi to the Public Services Building. Currently working with a consultant to finalize a strategy to deploy WiFi at the Veterans Memorial Park, additional key locations and upgrade the public WiFi at City Hall.

- Provide project management and technical oversight for an enterprise camera project with the objective of identifying a scalable enterprise camera solution to enhance security. Key locations include city parking garages, exterior perimeter of Fire Stations, city parks and additional city facilities.

Status: Ongoing. Request for Proposal (RFP) was released and a team including department representatives and IT evaluated the RFP responses. Currently working with the City Attorney's Office to draft a policy that will govern footage retention and internal controls. It is expected that the recommendation to purchase the enterprise camera solution and the draft policy will be submitted to City Council for review and approval before the end of the fiscal year.

- Migrate municipal network operations to the new fiber optic infrastructure, identify and contract with alternate Internet Service Providers to enhance broadband service for municipal operations.

Status: On Hold. This effort is on hold until a new fiber network operator is identified and will continue into next fiscal year.

- In coordination with the City Manager's Office and the City Attorney's Office, finalize and implement a Website Governance Policy that supports the City's online communication standards.

Status: In progress. It is anticipated the Website Governance Policy will be finalized during the second or third quarter of Fiscal Year 19-20.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Status: Ongoing. IT Staff has provided one-on-one desktop training with the rollout of Windows 10. The department is in the process of identifying training needs so that training in the areas of Microsoft productivity tools can also be provided. The IT Department continues to promote security awareness training for all employees. This training provides tips/techniques for being alert and knowledgeable regarding cybersecurity threats.

- Provide technical support to Community Development, Public Works and Fire Departments on the Permit Streamlining effort. Deploy software solutions to support the online permitting process and online plan submittals.

Status: In progress. IT staff in coordination with staff from the permitting divisions are in the process of configuring and testing permits that have been identified for the initial phase of online permitting. Also working with Finance to finalize the specifications for the online payment processor. Staff is targeting July to launch the initial phase of online permitting.

- Work with PRCS to continue upgrading citywide irrigation systems to ensure AB-1881 (landscape water conservation ordinance) compliance. Staff will work with the vendor to upgrade the Calsense Central Controllers system throughout the City where feasible.

Status: In progress. IT staff has worked with the vendor to determine network architecture and define hardware requirements. Additional network connections were installed at the Public Services building to support installing additional hardware. IT staff continues to work with staff in PRCS and the software vendor to support this effort.

- In support of the City's General Plan Update, the IT Department will work with the Community Development Department to provide online tools that facilitate public comment, engagement and dialog. The department will also contribute to the General Plan Technology component as deemed appropriate.

Status: Ongoing. A Geographical Information Systems (GIS) application was developed to assist with collaboration, obtaining and tracking land use updates. IT continues to work with staff in Community Development to support the General Plan Update as needed.

Technology Enhancement & Replacements

- Update city hall conference rooms with improved audio-visual functionality and virtual conference solutions.

Status: Ongoing. Deployed a proof-of-concept in the Patio Conference Room utilizing Cisco Webex Meeting software. This will not only allow for audio visual enhancements in the conference rooms but also provides staff with the ability to conduct video-conferencing from any location provided they have a laptop/device (with a camera/microphone) and an Internet



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

connection. This project will continue into FY20-21 as conference rooms throughout the city are updated with this technology.

- Review and update the City's website design and identify additional online services to enhance the city's website.

Status: Ongoing. In preparation for the city's next website redesign, staff has evaluated solutions from vendors who have a primary business base in hosting municipal websites. Staff plans to recommend the hosting vendor and detail enhanced website functionality to the City Council in March.

- Continue the networking project that replaces Cisco end of life equipment as determined by network audit and published end of life (EOL) information. Continue to configure and redesign the network to support enhanced security and improved functionality.

Status: In progress. Replacement and updated network equipment have been configured and installed. Staff continues to refine the network devices to support security and performance enhancements.

- Initiate a project to replace the City's fleet of business hub copiers/fax/scanners. The purchased units are approaching end of life. A Request for Proposals (RFP) will be issued to identify the most appropriate plan for replacement including lease and purchase options.

Status: In progress. City has executed an agreement with Konica to lease copiers for five years. At the end of the lease term, the City will have the option to buy the units for \$1.00 each. After purchase, the units will remain on the annual maintenance plan with Konica. The copiers are currently being installed providing color & black/white printing, color scanning and fax functionality.

Enterprise Electronic Document Management System

- Provide project management and technology oversight for the citywide Document Management System which will establish the storage strategy for all documents in accordance with the City's document retention policy. The project will facilitate online forms, electronic signatures, workflow, electronic storage of documents and will make documents accessible for eased storage, search and retrieval for city staff and the public where deemed appropriate.

Status: Ongoing. Completed the first phase of the project which established a new platform for electronic document storage using Microsoft SharePoint. Currently working with the City's consultant to finalize the Records Management Assessment which will be incorporated into the electronic retention software. This project will continue into fiscal year 20-21.



INFORMATION TECHNOLOGY

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Municipal Fiber Network – Culver Connect

- Work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by considering new and innovative business models through an RFP process for network operator.

Status: Ongoing. Culver Connect is fully operational. During the fiscal year, laterals have been constructed to connect buildings to the network. City executed agreements with several businesses to lease dark fiber on Culver Connect, is in progress on agreements with several other customers, and continues to receive interest from potential new customers. Issued RFP for new network operator in March 2019. Currently negotiating agreement with new network operator who will also serve as an ISP for Culver City businesses. An updated expenditure and revenue projection will be provided for Fiscal Year 2020-21 during the budget planning process.

Geographical Information Systems (GIS) Technology Enhancements

- Continue to develop online applications that support departments and make GIS data accessible to engage citizens, businesses, academics, and city staff to use data in a variety of ways, create maps, and customize apps they can use to create new information.

Status: Ongoing. In coordination with the Community Development Department, used GIS tools to compile and analyze datasets to assist with the travel demand forecast model. Worked with departments citywide to develop applications, maps and datasets using GIS software.

- Explore additional open platform GIS tools that facilitate public facing consumption of GIS datasets.

Status: Ongoing. Researched deploying a GIS open data portal that will support providing data sets online in various formats. This project will continue into next fiscal year due to a current vacancy (GIS technician).

FISCAL YEAR 2020/2021 WORK PLANS

IT Strategic Direction and Policy

- Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

- Continue to provide project management and technical oversight for an enterprise camera project with the objective of identifying a scalable enterprise camera solution to enhance security. Key locations include city parking garages, exterior perimeter of Fire Stations, city parks and additional city facilities.
- Migrate municipal network operations to the new fiber optic infrastructure, identify and contract with alternate Internet Service Providers to enhance broadband service for municipal operations.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.
- In support of the City's General Plan Update, the IT Department will work with the Community Development Department to provide online tools that facilitates public comment, engagement and dialog. The department will also contribute to the General Plan Technology component as deemed appropriate.
- Provide technical support as needed to the Transportation Department in support of technology improvements related to intelligent transit systems and related mobility enhancements.

Technology Enhancement & Replacements

- Continue to update city hall conference rooms with improved audio-visual functionality and virtual conference solutions.
- Update the City's website design and identify additional online services to enhance the city's website.

Enterprise Electronic Document Management System

- Continue to provide project management and technology oversight for the citywide Document Management System which will establish the storage strategy for all documents in accordance with the City's document retention policy. The project will facilitate online forms, electronic signatures, workflow, electronic storage of documents and will make documents accessible for eased storage, search and retrieval for city staff and the public where deemed appropriate.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Municipal Fiber Network – Culver Connect

- Continue to work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by considering new and innovative business models through an RFP process for network operator.

Geographical Information Systems (GIS) Technology Enhancements

- Continue to develop online applications that support departments and make GIS data accessible to engage citizens, businesses, academics, and city staff to use data in a variety of ways, create maps, and customize apps they can use to create new information. Explore additional open platform GIS tools that facilitate public facing consumption of GIS datasets.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal: Ensure Long-term Financial Stability

Objective: Identify new revenue sources to maintain financial stability

Initiatives:

- **Revise Business Tax Structure**

Status: If directed by the City Council, City Attorney's Office will prepare/review any necessary code amendments and agreements, and will assist with any necessary actions (e.g. prepare resolutions) to place a measure on the ballot, and provide legal assistance as needed.

- **Explore opportunities for Public/Private Partnerships**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Maximize opportunities for partnerships with 2028 Olympics**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Objective: Maximize existing sources of revenue

Initiatives:

- **Increase Sales Tax by ¼ cent**

Status: This was adopted in November 2018. The City Attorney's Office assisted with the necessary actions (e.g. prepare resolutions) in placing the measure on the ballot.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

Goal: Revitalize Ballona Creek

Objective: Increase utilization of Ballona Creek

Initiatives:

- **Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Goal: Enhance Housing and Homeless Services

Objective: Increase options for affordable housing

Initiatives:

- **Implement Community Development Housing Plan in partnership with LA County**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Work with private developers to increase affordable housing**

Status: City Attorney's Office will assist with any necessary code amendments, agreements or other documents to facilitate this effort, and provide legal advice as needed.

Objective: Decrease homelessness

Initiatives:

- **Increase transitional housing for homeless families**

Status: City Attorney's Office will assist with any necessary code amendments, agreements or other documents to facilitate this effort, and provide legal advice as needed (see related Departmental Work Plan).

Goal: Transform Inglewood Oil Field

Objective: Create a vision for future use of the Inglewood Oil Field

Initiatives:

- **Conduct Amortization Study**

Status: City Attorney's Office is managing the Amortization Study project (see related Departmental Work Plan) and facilitating coordination with other Departments as needed.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

DEPARTMENTAL WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.

*Status (a/o 02/17/2020): **Ongoing.***

- **Litigation and Claims.** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.

*Status (a/o 02/17/2020): **Ongoing.*** The City Attorney's Office continues to review and approve/deny each claim that is filed with the City and manages all pending litigation.

- **Training:** Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held on June 27, 2019, during the last quarter of FY 18-19.

*Status (a/o 02/17/2020): **Completed and ongoing.*** The AB1234/Brown Act/Conflict of Interest Training was held on June 27, 2019. This training is now conducted annually in June of each year, and as needed, after new appointments are made to the various City commissions, boards and committees. The next training will be held in June, 2020.

- **Oil Drilling:** Oil Drilling: (1) Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations) (This project is on hold.); (2) Amortization Study of the IOF (see also related Strategic Plan Initiative); (3) Community Advisory Panel for the County of Los Angeles Baldwin Hills Community Standards District; (4) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; and (5) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations regarding oil drilling operations (i.e. fracking, air and water quality, etc.). (Joint project with Community Development Department.)

*Status (a/o 02/17/2020): **(1) On hold.*** On June 20, 2018, the City Council placed a hold on the completion of the 2017 IOF Specific Plan and EIR, including preparation of responses to comments received on the Draft EIR and directed staff to investigate options relating to a potential amortization of the IOF; **(2) Ongoing.** Amortization Study is anticipated to be released in Spring 2020 for public review and consideration/direction by the City Council; **(3) Ongoing.** Regular attendance at CAP meetings for the Baldwin Hills CSD and ongoing review of compliance reports and oil field activity within the CSD; **(4) Ongoing.** Air quality monitoring of Baldwin Hills communities, including Culver City, anticipated to initiate June



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

2020 and run through December 2020. Regular coordination with CARB and SNAPs public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2021; and **(5) Ongoing.** Staff continues to monitor and, when applicable, comment on and participate in workshops/meetings relating to, federal, state and local agency regulations regarding to oil drilling operations (i.e. fracking, air and water quality, health, etc.).

- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue throughout FY 19-20. (Joint Project with Administrative Services Department.)

*Status (a/o 02/17/2020): **Partially completed and ongoing.** Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 20-21.*

- **Telecommunications Procedures Update, Including Review of Design and Use Standards:** Assist the Public Works Department with the update of wireless antenna application forms and adoption and implementation of design and use standards for wireless antennas in the public rights-of-way. (Joint project with Public Works Department.)

*Status (a/o 02/17/2020): **Partially completed and ongoing.** Both federal and state law require that local governments approve applications for wireless antennas on an expedited basis. The City Attorney's Office has put in place practices and procedures for Public Works staff to follow for the processing of applications and worked cooperatively with Public Works staff to establish design and development standards to apply in its review/approval of such applications. In addition, the City Attorney's Office continues to assist the Public Works Department with the implementation of the CCMC amendments (adopted by the City Council in FY 18-19) enabling the City to regulate new wireless antennas in the public rights-of-way and establishing an administrative process for review/approval of the related encroachment permits.*

- **Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:** Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department.)

*Status (a/o 02/17/2020): **Partially completed with remainder estimated to be complete by end of FY 19-20.** A Working Group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office prepared*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

Administrative Policies and Procedures for a Social Media Policy regarding the City's presence on social media, including a Customer Use Policy, which was approved by the City Manager and implemented in FY 17-18. In addition, the Working Group is in the process of drafting a separate administrative policy regarding employee use of social media, with an anticipated completion date prior to the close of FY 19-20. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the activity for these policies was initially put on hold pending the selection of an Email/Cloud storage solution. The IT Department has completed its implementation of Microsoft's Office 365 Cloud solution, which also includes an E-Discovery module. The Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies by the end of FY 19-20.

- **Pipeline Franchise Renewals:** Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. (Assist City Manager's Office.)

*Status (a/o 02/17/2020): **Ongoing.** The City Manager's Office continues to negotiate a franchise agreement between the City and Torrance Valley Pipeline. Once negotiations conclude, the City will begin negotiations with other pipeline operators. The City Attorney's Office is assisting with these efforts as needed.*

- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 19-20. (Assist Community Development Department.)

*Status (a/o 02/17/2020): **In progress.** Working in partnership with the Community Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during FY 13-14 and has continued through FY 19-20. Thus far in FY 19-20, amendments regarding child care facilities in industrial zones, accessory dwelling units, micro units, and the creation of an overlay district for the Culver Crest Neighborhood, have been completed. Amendments regarding single family development standards and establishing "corporate housing" as a permitted land use are still pending. Various other amendments are continuing during 3rd and 4th quarters of FY 19-20 and will continue into FY 20-21. These include, but are not limited to, child care facilities in residential zones, short-term rentals, outdoor dining, R2 development standards, retail smoking establishments, comprehensive sign code update and comprehensive parking standards update.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **LAX/FAA Overflights:** The City Attorney's Office will continue to assist the LAX/FAA Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, working with the City's federal lobbyist on Congressional actions involving overflights and the FAA, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.

*Status (a/o 02/17/2020): **Ongoing.** The City Attorney's Office continues to work with the City's City Council LAX/FAA Subcommittee, as well as outside consultants and the City's federal lobbyist, on the issues related to the Southern California Metroplex NextGen implementation by the FAA, including advancing the City's position with Congress. Additionally, in July 2019 the City intervened in the City of Los Angeles' litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The litigation is ongoing, and the court has not set a briefing schedule. It is expected that oral argument in the litigation could potentially take place by the end of 2020, but at this no dates have been set. Further, the City Attorney's Office continues to work with the LAX/FAA Subcommittee and the City Manager's Office to develop a regional approach to the ongoing noise and environmental impacts resulting from the Metroplex NextGen implementation.*

- **Municipal Fiber Network Project:** (Assist Information Technology Department with Project as needed.)

*Status (a/o 02/17/2020): **Ongoing.** The Municipal Fiber Network (Culver Connect) is fully operational. During FY 19-20, laterals have been constructed to connect buildings to the network. The City continues to work with and negotiate contracts with enterprise businesses within the City who have expressed interest in leasing dark fiber. Additionally, staff continues to identify opportunities to contract with potential Internet Service Providers (ISPs). An updated expenditure and revenue projection will be provided for FY 2020-21 during the budget planning process. City Attorney legal services continue to be required for drafting and reviewing agreements related to lateral development (property easements and building access agreements), and customer license/service agreements authorizing the use of the network.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (CCMC amendments presented to City Council during 4th quarter of FY 17-18. Working Group will continue with additional amendments that have been identified; Phase Two— updating related policies and procedures, and other procurement templates, as needed; and Phase Three— implementation and training.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office.)

*Status (a/o 02/17/2020): **Partially completed and in progress.** The Working Group has identified additional amendments to CCMC provisions that it plans to present in 4th quarter of FY 19-20. Additionally, the City's Internal Control Audit Consultant is reviewing other purchasing policies and procedures. Once Council approves, the project will continue with the template development for Phase Two followed by Phase Three into FY 20-21.*

- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).

*Status (a/o 02/17/2020): **In progress and ongoing.** Last year, the City Council approved release of an RFP for consultant services to help facilitate the program update and that the scope of work including development of a Mills Act Program and addressing criteria for Culver City qualifying as a Certified Local Government. City Council also authorized incorporating a community advisory committee into the process. Due to time-sensitive demands of new and on-going development projects and other advance planning and special projects, staff had to temporarily suspend work on this project for the remainder of 2019. Staff will be issuing the RFP in March 2020 and will be returning to Council with an update and recommendations in FY 20-21.*

- **LTMB Role, and CCMC and Bylaws Amendments:** Discussion and recommendations from the Landlord-Tenant Mediation Board concerning their role, community outreach regarding mediation services, mediation practices/procedures and related amendments to the CCMC and LTMB Bylaws. (Joint Project with the Community Development Department/Housing Division.)

*Status (a/o 02/17/2020): **Partially completed and in progress.** Amendments to the LTMB Bylaws and an Ordinance amending the CCMC were adopted by the City Council on June 10 and June 24, 2019, respectively. Housing staff and the City Attorney's Office are in the process of taking steps to implement the CCMC and Bylaws amendments, which are anticipated to be complete during 4th quarter of FY 2019-2020.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit). (Assist the Community Development Department/Housing Division)

*Status (a/o 02/17/2020): **In progress.** Staff has commenced work on one or more of these projects and the City Attorney's Office is assisting as needed.*

- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Community Development Department/Planning Division.)

*Status (a/o 02/17/2020): **Commencing.** It is anticipated this project will get underway during the 4th quarter of FY 19-20.*

- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures. (Joint Project with the Fire Department.)

*Status (a/o 02/17/2020): **Carry Over.** Staff is considering potential amendments to CCMC Chapter 3.09, but additional research needs to be completed in the context of new plans being prepared by staff and consultant (Disaster Finance Cost Recovery Plan and Debris Management Plan). This item will be carried over to FY 20-21.*

- **Sidewalk Vending Regulations:** The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 19-20.

*Status (a/o 02/17/2020): **In progress.** Staff has met with the Ad Hoc Subcommittee several times, as well as had extensive discussion with PRCS, CDD and Public Works. There are still several issues to be resolved, including ensuring consistency with the Town Plaza use policy, before this proposed ordinance may be brought to City Council. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 20-21.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **Micro Kitchens:** Monitor new state law and any pending amendments, as well as the County of Los Angeles Public Health program that will go into effect in FY 19-20, and potentially assist staff with adopting CCMC amendments.

*Status (a/o 02/17/2020): **Monitoring.** The County's program is still on hold as they monitor potential state law amendments. There have been no requests or complaints regarding any micro kitchens operating in the City. City staff and the City Attorney's Office will continue to monitor this matter.*

- **Development of Human Relations Committee:** Assist the Equity Subcommittee and the City Manager's Office with the development and implementation of a Human Relations Committee.
- *Status (a/o 02/17/2020): **Partially completed and ongoing.** The Equity Subcommittee met with staff numerous times, as well as with an ad hoc subcommittee from each City Commission. The matter was discussed by City Council on October 28, 2019 and staff was given further direction at that time. On January 27, 2020, the City Council adopted a Resolution forming an Equity and Human Relations Advisory Committee, which will go into effect July 2020. The City Attorney's Office will continue to assist the City Manager's Office with the implementation of the newly formed Equity and Human Relations Advisory Committee, as needed.*
- **Revisions to the Civil Service Rules:** Assist the Civil Service Commission and the Administrative Services Department (Human Resources Division) with amendments to the Civil Service Rules. Estimated timeline to take recommendations to City Council in 1st quarter of FY 19-20.

*Status (a/o 02/17/2020): **On hold.** Staff began meeting with the Civil Service Commission Subcommittee in January 2019. Several Rules have been reviewed and revisions have been drafted. The project is on hold until after staff receives direction pertaining to the role of the Civil Service Commission.*

- **Website Governance Policy:** Assist the City Manager's Office and Information Technology Department in formulating a draft Website Governance Policy, which will include a policy and protocols for the City's community calendar.

*Status (a/o 02/17/2020): **In progress.** It is anticipated the Website Governance Policy will be finalized during the 3rd or 4th quarter of FY 19-20.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **E-Cigarette Regulations:** Potential regulation of e-cigarettes, including, but not limited to, flavor restrictions.

*Status (a/o 02/17/2020): **Partially completed and in progress.** On October 28, 2019, the City Council adopted an Ordinance prohibiting the sale of flavored tobacco products. The City Attorney's Office will continue to assist with the implementation of the "flavor ban", which goes into effect on November 27, 2020 for Tobacco Stores and May 25, 2020 for all other Tobacco Retailers. Further amendments to the CCMC are in progress to prohibit the use of e-cigarettes in outdoor dining areas and City parks and recreational areas. It is anticipated that such Ordinance will be considered by City Council at its meeting on February 24, 2020.*

- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office continues to work with the City Manager's Office to implement the ordinance, including the application and selection processes.

*Status (a/o 02/17/2020): **Ongoing.** The City Attorney's Office has been assisting City staff with legal issues as they arise during the application and permitting processing. There are four permitted (non-storefront) cannabis businesses currently operating in the City. No storefront permits have been issued, as this process is still ongoing.*

FISCAL YEAR 2020/2021 WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.
- **Litigation and Claims.** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.
- **Training:** Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held in June 2020, during the last quarter of FY 19-20.
- **Oil Drilling:** (1) Amortization Study of the IOF (see also related Strategic Plan Initiative); (2) Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD); (3) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; (4) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

drilling operations (i.e. fracking, air and water quality, health, etc.); and **(5) Inglewood Oil Field (IOF) Specific Plan Project** (Ordinance/Regulations). (This project is on hold.) (Joint project with Community Development Department.)

- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of FY 20-21. (Joint Project with Administrative Services Department.)
- **Telecommunications Procedures Update, Including Review of Design and Use Standards:** Assist the Public Works Department with implementation of the recently updated wireless antenna application process and related design and use standards for wireless antennas in the public rights-of-way. (Joint project with Public Works Department.)
- **Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:** Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department.)
- **Pipeline Franchise Renewals:** Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. (Assist City Manager's Office.)
- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 20-21. (Assist Community Development Department.)
- **LAX/FAA Overflights:** The City Attorney's Office will continue to assist the LAX/FAA Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, working with the City's federal lobbyist on Congressional actions involving overflights and the FAA, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Additionally, in July 2019, the City intervened in the City of Los Angeles' litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The City Attorney's Office will continue to manage this litigation.
- **Municipal Fiber Network Project:** Assist Information Technology Department with Project as needed.
- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** Conduct a comprehensive update of RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

purchasing. (CCMC amendments were adopted by City Council during FY 17-18 and 19-20, completing Phase 1 of the project. Working Group is continuing with Phase Two— updating related procurement templates, as needed; and Phase Three— implementation and training.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office.)

- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).
- **Implementation of CCMC and Bylaws Amendments Relating to LTMB:** Implementation of amendments to the CCMC and LTMB Bylaws regarding LTMB role and new notice provisions for landlords regarding availability of mediation services. (Joint Project with the Community Development Department/Housing Division.)
- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit). (Assist the Community Development Department/Housing Division)
- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Community Development Department/Planning Division.)
- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures. (Joint Project with the Fire Department.)
- **Sidewalk Vending Regulations:** The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 20-21.
- **Micro Kitchens:** Monitor potential amendments to state law, as well as the status of the County of Los Angeles Public Health program that is currently on hold, as they continue to monitor state law as well. Potentially assist staff with adopting CCMC amendments should the need arise.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **Implementation of Equity and Human Relations Advisory Committee:** Assist the Equity Subcommittee and the City Manager's Office with implementation of the newly formed Equity and Human Relations Advisory Committee, as needed.
- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Division
- **Website Governance Policy:** Assist the City Manager's Office and Information Technology Department in formulating a draft Website Governance Policy, which will include a policy and protocols for the City's community calendar.
- **Implementation of Flavor Ban:** Assist with the implementation of the City's prohibition on flavored tobacco products, which will go into effect on November 27, 2020 for Tobacco Stores and May 25, 2020 for all other Tobacco Retailers.
- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office continues to work with the City Manager's Office and Finance Department to implement the ordinance, including any legal issues that arise during the application and selection processes.
- **Short-Term Rental Ordinance:** Assist the City Manager's Office with the development of a comprehensive ordinance permitting and regulating short term residential rentals. If approved by the City Council, work with the City Manager's Office and Community Development to develop the application process and forms, and a permit review and monitoring program.
- **Rent Control Program:** Assist the City Manager's Office and the Housing Division with all aspects of the City's Interim Rent Control Program and any future permanent Rent Control Program.
- **Amendments to Polystyrene Ban:** Assist the Public Works Department with CCMC amendments to the existing polystyrene ban.
- **2020 Election:** Assist the City Manager's Office and City Clerk's Office on all legal matters pertaining to proposed ballot measure(s) and the City Council election.
- **City Manager's Working Group on Homelessness:** Participate in this Working Group led by the City Manager's Office, consisting of staff from the Community Development, Public Works and Police Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC GOALS

Goal: Revitalize Ballona Creek

- Existing artworks adjacent to Ballona Creek are being restored and maintained.

CITY CLERK

- Continue to work with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. (Joint Project with City Attorney's Office.)

Status: Partially completed and ongoing. Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 20-21.

- Collaborate with LA County to Identify Culver City Vote Centers.

Status: Complete. Assisted LA County to identify 7 Vote Center locations within Culver City, as well as a one-day mobile vote center that will be placed at Farmers' Market to be used in the March 2020 special consolidated municipal election.

- Continue working with the Information Technology Department on implementation of the new Electronic Document Management System (EDMS), developing workflows for City staff and public access to documents

Status: Ongoing. The technology switch to the new Sharepoint system has been implemented, the Record Plans have been determined, Konica Minolta is conducting a Records Management Assessment, which is expected to be complete prior to the closed of FY 2019-20.

- Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department and City Attorney's Office.)



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Status: Partially completed with remainder estimated to be complete by end of FY 19-20. A Working Group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office prepared Administrative Policies and Procedures for a Social Media Policy regarding the City's presence on social media, including a Customer Use Policy, which was approved by the City Manager and implemented in FY 17-18. In addition, the Working Group is in the process of drafting a separate administrative policy regarding employee use of social media, with an anticipated completion date prior to the close of FY 19-20. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the activity for these policies was initially put on hold pending the selection of an Email/Cloud storage solution. The IT Department has completed its implementation of Microsoft's Office 365 Cloud solution, which also includes an E-Discovery module. The Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies by the end of FY 19-20.

- Implement an Electronic Public Records Request System

Status: In progress. The City Clerk's Office is expected to have a fully executed contract with a service provider and the process developed by end of FY 2019-20. Staff will be trained, and the system fully implemented by mid-FY 2020-21.

- Finalize SIRE migration to Granicus

Status: Completed.

CULTURAL AFFAIRS

- Continue to implement and refine the Art in Public Places (APPP), Historic Preservation and Performing Arts Grant Programs. Continue implementation of the Artist Laureate Program; Work with consultant, Cultural Affairs Commission and City Council to identify and recommend selection of a new Artist Laureate

1. Art in Public Places Program

Status: Ongoing. Cultural Affairs Commission (CAC) considered and approved concepts for permanent artworks at Ivy Station and Haven (11924 Washington Blvd.); new permanent artwork titled, "Bloom Dimension" by Jason Woodside installed at One Culver and temporary digital artwork titled, "Culver Current" by Nate Mohler installed at City Hall in December. Continue coordinating APPP requirements (including permit tracking) with developers for The Culver Studios, The Culver Steps, Culver Public Market, and Brick & Machine, as well as commission of gateway artwork for



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Washington/National TOD. Created an updated brochure outlining Art in Public Places Program (APPP) requirements for new development projects (available at the Planning Division public counter). With input from CAC subcommittee, making revisions to APPP Ordinance to better define and strengthen aesthetic guidelines for new art commissions and add language pertaining to diversity and inclusion.

Obtained bids for major restoration of three significant City-owned artworks; completed restoration of multi-media artwork "Truth or Fiction" behind Kirk Douglas Theatre and updated vinyl wraps for various utility boxes in and around Town Plaza. Executed and recorded covenants for permanent artworks at Echo Horizon and Park Century Schools. Completed digital archive testing (System451) for permanent artworks to include image files, scanned plans and related documentation.

Completed update and printing of second edition of the APPP Downtown Cultural Walking Tours book. Updated the "Arts and Culture" landing page on City's website; working with IT Department to revise formatting of Public Art web pages for easier navigation. Continue with GovDelivery, City web site and social media updates re new projects and with distribution of tours books.

2. Artist Laureate Program

Status: Complete and Ongoing. Consultant was engaged to prepare and promote a public application process and convene an expert review panel. As a result of that process, the Cultural Affairs Commission recommended Alexey Steele as the first Artist Laureate for Culver City, and the City Council made the appointment in January. Alexey Steele is a visual artist known for large-scale figurative works, is a Culver City resident, and is experienced in developing and implementing successful community art programming.

3. Historic Preservation Program

Status: Ongoing. Continue to work with various City departments and property owners to coordinate and implement City and CEQA requirements as pertain to historic resources for various projects including: The Culver Studios' CPA No. 7 / Innovation Plan (specifically, conditions of approval and mitigation measures including HABS/HAER level documentation for archiving at the Library of Congress), Citizen Public Market, various residential projects, former AmVets building, and restoration of the Culver sign (removed from the marquee of the former Culver Theater, now Kirk Douglas Theatre).



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4. Performing Arts Grant Program

Status: Ongoing. City Council approved 2020 Performing Arts Grants for 16 music, dance and theatre organizations. Sony Pictures Entertainment increased their contribution and a new contribution was secured from Culver City Arts Foundation. Those amounts were fully regranted for 2020 performances. Staff continued outreach efforts and encouraged performances in new venues and underused areas of the City. Performances commenced in February 2020 and continue through November 2020. Promotion is focused on attracting local audiences and families. Discussions continue with the IT Department regarding enhancement of the online application system

- Work with Creative Economy consultant, CAC subcommittee and community stakeholders to identify and present short- and long-term options to City Council.

Status: Ongoing. Thirty individuals representing creative industries, schools, and city departments met at the Wende Museum in July 2019 to discuss key questions about their contributions to the creative economy and their ongoing business needs. Industries that were represented included architecture, interior design, performing arts, visual arts, communication, education, entertainment, and digital media. The meeting was facilitated by an experienced consultant using a collaborative discussion model. The final report and recommendations from that meeting are being finalized by the CAC subcommittee and will be presented to the Cultural Affairs Commission in March and the City Council shortly thereafter.

- Review the Historic Preservation Program and recommend updates as appropriate.

Status: In progress. In 2019, City Council approved release of an RFP for consultant services to help facilitate the program update. The scope of work included development of a Mills Act Program and addressing criteria for Culver City qualifying as a Certified Local Government. City Council also authorized incorporating a community advisory committee into the process. Due to time-sensitive demands of new and on-going development projects and other advance planning and special projects, staff had to temporarily suspend work on this project for the remainder of 2019. Staff will be issuing the RFP in March 2020 and will be returning to Council with an update and recommendations in FY 20-21.

- Continue the Open House Program

Status: Completed. Representatives of local performing arts organizations were individually invited to visit Veterans Memorial Auditorium and discuss the potential use of the stage as an intimate performance space. Staff conducted meetings and tours of the space to assess their requirements and possible interest in future rentals. In addition, staff researched the



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availability of additional performance venues and promoted those for use as part of the Performing Arts Grant Program. Staff recommends building on this program by hosting an Art Excursion Event during the Americans for the Arts Annual Convention.

- Continue with the Cultural Venue Enhancement Project

Status: Ongoing. Staff met with local theatre experts regarding the need for an intimate “black box” performance space and Culver City Arts Foundation indicated a willingness to partially fund that effort. Staff prepared the first draft of a plan to convert the stage of the Veterans Memorial Auditorium into a usable performance space. Vendor quotes for painting, curtains, rigging, lighting equipment, fixtures, and seating risers were collected.

- Continue to partner with Community Development on the Economic Development Implementation Plan and the General Plan Update

Status: Ongoing. Continuing to work with the Community Development Department to identify and coordinate overlapping areas of the Economic Development Implementation Plan and the Creative Economy Report. Working with Advanced Planning in relation to the Arts, Culture and Creative Economy and Historic Resources elements of the General Plan Update.

- Continue to work with the Cultural Affairs Foundation Board to clarify and revise Memorandum of Understanding

Status: Completed. Amended MOU approved by City Council on June 24, 2019.

HUMAN RESOURCES

- Work with the City Attorney’s Office and Civil Service Commission Subcommittee to review and revise certain Civil Service Rules

Status: On hold. Staff began meeting with the Civil Service Commission Subcommittee in January 2019. Several Rules have been reviewed and revisions have been drafted. The project is on hold until after staff receives direction pertaining to the role of the Civil Service Commission.

- Complete negotiations with the Police Officers’ Association for a new Memorandum of Understanding

Status: Complete. New 3-year Memorandum of Understanding negotiated effective July 1, 2019.



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- Continue working with the City Council Subcommittee to create a proposed scope of responsibility and authority for a Human Relations Committee

Status: Complete. City Council adopted a resolution establishing an Equity and Human Relations Committee on January 27, 2020, to be effective on July 1, 2020.

- Continue working with the City Council Subcommittee on Equity to establish an equity policy and finalize the Racial Equity Action Plan (REAP) for City Council consideration and approval.

Status: In progress. Funds were allocated in the FY 19-20 budget for a consultant to assist in finalizing the REAP. Scope of work includes facilitating community engagement in the development and implementation of the REAP and provide training to City employees. City staff released a Request for Proposal (RFP) on December 19, 2019. The RFP closed on February 13, 2020. A selection is expected to be made in late March 2020.

- Continue working with the City Council Subcommittee to finalize and distribute the AARP Age Friendly Cities Initiative survey. Analyze results and meet with community stakeholders.

Status: Complete. A community survey was conducted in March 2019 to learn what community resources, programs and activities are important to individuals age 50+. There were also two in-person "listening sessions" convened. The report was presented to City Council on October 14, 2019. Report findings have been communicated to the General Plan Advisory Committee and the Parks, Recreation and Community Services Commission.

- Continue to lead discussions with Culver City Employees Association pertaining to jail services.

Status: Ongoing.

- Continue with the Student Internship Program.

Status: Ongoing. 12-week program to provide students with direct experience working in local government. There was a total of six students from CCUSD who participated in the program during this current FY.

RISK MANAGEMENT

- Continue to provide an Employee Wellness Program with the goal of educating and motivating City employees to live a healthy lifestyle



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Status: Ongoing. Continue to promote the City's wellness programs and activities to employees. Currently on the 11th session of Weight Watchers at Work. Other ongoing wellness activities include offering monthly yoga, cycling and mindfulness sessions. Recently purchased sunscreen stations for employees who work outdoors.

- Continue Departmental Employee Safety Recognition Incentive Programs

Status: Ongoing. Continue to recognize and reward behaviors to prevent workplace injuries and increase safety awareness. The "Safe for Six Program" rewards specific departments (that require Cal/OSHA safety training) for having no work-related injuries during the first and last six months of the year.

- Review and revamp the citywide safety program

Status: Complete and ongoing. Continue to facilitate and monitor mandatory Cal-OSHA training and ensure facilities are inspected on a regular basis. In the process of creating a citywide safety committee.

- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.

Status: Ongoing. Continue to provide reports to departments to use as a tool to inform training, safety and equipment needs, as well as to highlight the cost of injuries.

FISCAL YEAR 2020/2021 WORK PLANS

CITY CLERK

- **Legislative and Advisory Body Support**
 - City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of Fiscal Year 20-21. (Joint Project with Administrative Services Department.)
 - Provide and/or track mandated trainings for elected and appointed officials and City employees.
 - Develop and distribute at Commission, Board, and Committee (CBC) Manual and Handbook to provide guidance to CBC members and candidates.



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- Oversee the annual CBC candidate recruitment outreach and selection process.
- Develop and implement a process for a biannual written report-back to City Council on CBC activities.
- **Municipal Elections**
 - Continue to prepare for the first General Municipal Election to be consolidated with Los Angeles County to elect three Council Members and to place any potential measures on the ballot. The election will be called at a City Council Meeting prior to July 13, 2020. Los Angeles County is scheduled to finalize and certify the results for approval and declaration at the December 14, 2020 City Council Meeting.
 - Continue to work with LA County, providing outreach regarding Vote Centers/New Voting System.
 - Continue outreach to citizens and Culver City youth about the importance of voting.
- **Document Management System** (Joint Project with Information Technology Services Department and Konica Minolta)
 - Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2020-21 implementation is the completion of a WORM-compliant records center and automated workflow
- **Records Retention and Destruction Schedule**
 - Continue to provide oversight and direction on the process for citywide records destruction. An updated schedule will be completed in FY 2020-21
- **Passport Services**
 - Review passport application services and program to identify opportunities for improvement.
- **Public Records Act – Electronic Request/Processing System**
 - Develop and implement an online program for efficient, greater access to public records that will assist with coordination and tracking to ensure compliance with state law.
 - Provide training for Departmental staff on Public Records Requests (PRR) processes. Training will include general overview for completion of requests and training on the new electronic system when implemented.



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- **Electronic Filing System for FPPC Forms**
 - Implement an online program for electronic filing of forms required by the Fair Political Practices Commission

CULTURAL AFFAIRS

- Continue to implement the Art in Public Places Program, including commission of new artworks, completion of major restorations and ongoing maintenance. Review and recommend revisions to Culver City Municipal Code Chapter 15.06 pertaining to the Art in Public Places Program.
- Continue social outreach (e.g. updating public artworks on City website and promotion of Cultural Affairs programs).
- Continue to implement the Historic Preservation Program in conjunction with new development projects. Review Historic Preservation Program and recommend updates as appropriate.
- Continue to implement and promote the Performing Arts Grant Program, including focus on increasing the number of applications and diversity of the applicants.
- Host a Culver City Art Excursion Event during the Americans for the Arts Annual Convention in June 2021.
- Create planning committee for 2028 Olympics Cultural Festival.
- Continue Cultural Venue Enhancement Projects.
- Continue the Artist Laureate Program including new public programming and activities.
- Continue to work with CAC to present plans to City Council for short- and long-term Creative Economy engagement.
- Continue to partner with Community Development on the cultural and preservation elements of the General Plan Update.
- Create a sustainable plan to maintain and increase funding and staff for Cultural Affairs Division, including supporting internship programs and other partnerships.



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- Continue partnership with Culver City Arts Foundation to raise additional funds for the Performing Arts Grant Program, Artist Laureate Program, Temporary Artworks, Cultural Corridor and Cultural Facility Enhancement.

Human Resources

- **Administrative Policies**
 - Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office
- **Core Human Resources Functions**
 - Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitment, testing and selection, administer protected leave programs, conduct personnel investigations and provide support to departments on employee performance management.
- **Equity Programming and Support**
 - Update the City's Equal Employment Opportunity (EEO) Plan; Provide staff support for the Equity and Human Relations Advisory Committee; and facilitate diversity, equity and inclusion training for elected and appointed officials, and city staff.
- **Labor Negotiations**
 - Conclude negotiations with Firefighters and Fire Management bargaining units for successor MOUs which expire on December 31, 2019. Negotiate for successor Memoranda of Understanding with CCEA and CCMG for MOUs expiring on June 30, 2020 and the Police Management Group whose MOU is to expire December 31, 2020.
- **My Brother's Keeper**
 - In accordance with the adopted Local Action Plan, expand the Student Internship Program for My Brother's Keeper (MBK) members for a paid summer internship. Develop a mentoring program for all students who participate in the Student Internship Program. The goal of this program is to develop leaders, introduce and encourage public sector employment and provide peer mentoring.
- **Succession Planning**
 - Develop internal training, job shadowing and knowledge transfer program to address potential workforce gap.
- **Training Program**
 - Develop a comprehensive citywide training program to address skills gap and provide professional development to prepare for promotional opportunities.



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RISK MANAGEMENT

- Continue to offer a comprehensive Employee Wellness Program. Conduct a survey to solicit feedback from employees on current program and potential program ideas.
- Expand Departmental Employee Safety Recognition Incentive Programs.
- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.
- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.
- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.
- Oversee the worker's compensation claims program, ensuring timely reporting of workers' compensation claims to the third-party administrator; Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations.
- Review and evaluate settlement recommendations. Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.
- Implement and monitor the citywide Certificate of Insurance Program.
- Oversee property valuations on all city owned property.
- Continue to manage EDD/unemployment/State Disability Insurance Claims



TRANSPORTATION

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FISCAL YEAR 2019/2020 WORK PLANS

CITY STRATEGIC PLAN INITIATIVES

FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation

Mobility Services:

- Analyze and improve existing transit service and plan for and implement or pilot new and innovative mobility services and technologies such as on-demand Microtransit to improve mobility options and reduce vehicle miles traveled.

Status: Staff has been exploring multiple ways to deliver the Micro transit Pilot Project and is working to finalize a recommendation with LA Metro to establish a partnership that will include Culver City's Micro transit Pilot Project as part of the LA Metro's regional Micro transit pilot program. A recommendation will be brought to council in May 2020 with the project pilot to commence in 2nd Quarter FY21.

A Short-Range Transit Plan (SRTP) has been completed that outlines the strategic goals for FY20 and FY21. The first goal outlines the need to develop a Comprehensive Mobility Service Plan (CMSP). Staff has drafted a Request for Proposal (RFP) for the CMSP Project and will issue before the end of FY20. The CMSP will take a comprehensive approach to rethink mobility services and management and offer the public with options that will reduce Single-Occupancy Vehicle (SOV) trips and emissions. The CMSP will include a fixed-route service analysis, other mobility services and program analysis, bus lane feasibility study, and recommendations on developing Culver City's Transportation Demand Management Program.

- Expand the Transportation Department marketing footprint via Public Relations programs, special fare options and transit pass classifications such as college U-Pass and CCUSD collaboration. Create opportunities to strengthen strategic public and private stakeholder partnerships, focusing on the current and incoming business community to incentivize ridership. Plans include educational programs, general market outreach, social media development, incentive programs, and dynamic workforce recruitment.

Status: Marketing footprint has been expanded to include a brand that is prepped for the next steps in the mobility discussion. Staff is working with Metro to expand U-Pass program to UCLA, WLAC and Loyola Marymount. Conversations are ongoing with CCUSD to develop a program which includes field trips, educational programs and free bus rides for students. Major marketing campaigns to introduce the use of the new smart-phone application Next CCBus are planned and directed towards the student population – known to be the users of these type of applications.



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The department continues its relationships and programs with CCUSD seeking ways to encourage safe transport to schools. Dialogue has started with stakeholders to explore free fare for students to school and funding of transportation to after-school programs.

On the business front, the department is working with Leadership Culver City and Culver City Chamber of Commerce to develop a partnership in creating a Small Business Saturday in FY20. This partnership is designed to encourage shopping using alternative mobility options versus a single occupancy vehicle and to promote the use of our new Next CCBus smart-phone App. Other general market outreach is ongoing with Chamber, DBA and new employers to the City.

Social Media and Facebook content is expanding. Team is in the process of exploring dynamic workforce recruitment by partnering with Workforce Development and US Military to collaborate on continuous workforce recruitment.

Mobility Management:

- Update and expand the Transportation Department's Mobility Action Plan; continue to administer the City's Congestion Management Program; and work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to manage mobility and incentivize, promote, and create the use of alternative modes of transportation by residents and businesses.

Status: Staff is preparing to issue an Request For Proposal (RFP) to update the City' TDM Ordinance as part of the Comprehensive Mobility Service Plan (CMSP) Project. The CMSP Project will take a comprehensive approach to rethink mobility services and management and offer the public with options that will reduce Single-Occupancy Vehicle (SOV) trips and emissions. The CMSP Project will include a fixed-route service analysis, other mobility service and program analysis, bus lane feasibility study, and Transportation Demand Management Program.

- Propose and implement the future scooter share program in coordination with City Manager's Office and other departments.

Status: Staff has been preparing for the implementation of the future scooter share program and is planning to take the proposed program with a multi-year agreement to the City Council for consideration and adoption in March 2020. The agreement is addressing the issues discovered in the pilot phase and some more permanent operating procedures.



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- Implement the Culver CityBus SmartBus Project consisting of the SmartBus System replacement, Bus Signal Priority, and the Real-Time Bus Arrival Information System, and evaluate operational needs associated with implementation. The project is anticipated to be complete by December 2019. Participate in the City's General Plan and Traffic Study Guidelines update efforts.

Status: The new Culver City SmartBus Project has gone live on March 3, 2020 with the new SmartBus System replacement, Real-Time Bus Arrival Information, and the Bus Signal Prioritization. The SmartBus System includes a new CAD/AVL system that polls the location of the bus every five seconds and includes an array of system improvements for the operator to improve their on-time performance: SmartYard location, paperless bus inspections, paperless route paddles, simplified operator sign-on, automated head sign update, automatic detour notifications, improved radio communications and most importantly automatic alerting of on-time performance. The real-time system is also live providing five (5) different ways to access real-time information: via the Next CCBus app, via the web (nextccbus.com), via text alerts, via an interactive voice response system, and 74 LED solar-powered LED signs throughout Culver City. These LED signs also include security lighting to enhance the safety of our passengers. The real-time data is also being made public and available to other transit applications including Google maps. The traffic signal prioritization is installed on every bus corridor within Culver City to assist in the movement of buses through traffic when a bus is more than 5 minutes late.

Employee and community focus groups have been held to test the real-time data, promote the project and make sure the local partners and community members are aware of the project and can use the new tools. Events are planned, beginning March 3, 2020, to promote the Smartbus Program as a mobility tool. Programs are planned to promote the Next CCBus smart-phone App and other mobility tools to encourage and incentivize ridership. Website will be expanded to include information about the project and a PR campaign including training of staff, radio ads, car cards and take ones will promote use.

Staff will continue to work on the SmartBus project throughout the coming year to improve business processes with the new system capability. The more reliable data will also be used in the upcoming service analysis of our fixed route system to improve system performance.

Staff has been participating in the City's General Plan and Traffic Study Guidelines update efforts.

- Utilize the Regional Growth Action Plan (RGAP) and Next Gen Bus Study data specific to Culver CityBus and the Westside community, to inform our marketing outreach and transit planning decision-making.



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Status: Staff has been working with Metro to obtain available traffic and ridership data to help inform transit planning decision-making. This data will be folded into the upcoming comprehensive fixed route service analysis, where we will attempt to unify the goals of LA Metros Next Gen Plan. Through the Regional Marketing Exchange Group, staff is working to develop an outreach plan to address the issues highlighted in the RGAP study including, but not limited to, members in the community who are in life transition (moving, new jobs, entering college, etc.). Staff is leading the efforts to develop and implement a regional plan.

Improving Transportation Infrastructure:

- Develop and finalize plans to reorganize and improve the Transportation Facility to allow the existing space to meet the long-term fleet and operational needs of the City

Status: The Transportation Department completed a Fleet Electrification Feasibility Report for the entire City fleet, including transit buses in August of 2019 to explore multiple fuel options for future vehicle purchases and to address the Transportation Facility's needs to continue to support (both fuel and service) future fleets of vehicle. A recommendation for a Phase 2 of this project to draft plans for a complete reorganization of the current bus yard space, including the possible reconstruction of the parking structure and realignment of the ingress and egress locations. The study will also include the installation of the electrical infrastructure required to fuel and maintain an electric vehicle fleet.

- Conduct a comprehensive utilization assessment of the City fleet to evaluate potential future conversion to alternative fuels and introduction of fleet telematics

Status: A comprehensive utilization assessment, and replacement fund reconciliation is underway. Anticipated completion date is April 2020.

- Work with other departments to plan for transportation infrastructure to accommodate alternative modes of transportation and future technological advances; explore the feasibility of implementing dedicated transit lanes.

Status: Staff is working to issue an RFP (as part of the CMSP RFP) to conduct the transit lane feasibility study for all major corridors in Culver City. Current progress is being made in collaboration with Public Works on the Expo to Downtown Bicycle Connector to include consideration of transit lanes in the design. Bus only lanes, along with a possible transit circulator will be explored in FY21.

Fleet Services staff continues to work closely with Public Works staff on electric vehicle charging initiatives within the transportation facility and the rest of the City properties.



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FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.

- Explore, identify, and secure additional transportation funding sources via public-private partnerships, competitive grants, and TDM fees.

Status: Staff is in the progress of drafting a Ten (10) year revenue forecast, which is the first step of a Ten (10) year financial plan scheduled for FY21. Staff continued to apply for competitive federal grants to accomplish City's goal toward fleet electrification.

In the last year, Staff obtained approximately \$1.7 million in federal transit grants for facility expansion and fleet electrification through LA County's Bus Operations Subcommittee's call for projects. Staff is also preparing to apply for additional funding in the FTA LoNo grant for future bus procurement and the next round of LA Metro's County's Bus Operations Subcommittees call for projects and from other grant programs for fleet electrification.

DEPARTMENTAL INITIATIVES

- Advance workforce development and succession planning by identifying and providing training opportunities for technical staff that will foster and promote proficiency in the maintenance of new and developing vehicle technologies

Status: Staff will continue to sponsor Southern California Regional Transit Training Consortium and other Technical Training opportunities on site to promote proficiency in the maintenance of new and developing technologies. Culver City has hosted courses in Compressed Natural Gas and is scheduling courses on electronics and fleet electrification.

Staff is collaborating with WLAC Student Resource Center, LA County America's Job Center – Culver City Office, and the NAACP to establish recruitment opportunities to underserved individuals. Marketing and HR staff have participated in regional job fairs, following up as appropriate to provide additional resources and information. As a result of personal follow up, we will soon be participating in job fairs targeted to veterans in life transition.

Department staff has created a new vision and mission statement to encourage employee engagement. The new vision and mission statement, partnered with new Safety-First Committees, Employee Recognition and multiple employee task forces allow for leadership opportunities and identify team members who can be considered in succession planning and training efforts.

- Procure and implement a data management system to aggregate data from multiple sources, enabling enhanced performance monitoring and reporting functions, with specific support for the complex National Transportation Database (NTD) submission.



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Status: Staff has had discussions with at least one vendor to obtain cost estimates and additional information on these data management systems. Project planning will be included in the FY21 budget development for the Transportation Department.

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FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation

Mobility Services:

- Conduct the Comprehensive Mobility Service Plan to rethink mobility services and management and offer the public with options that will reduce single-occupancy vehicle trips and emissions.
- Plan for and implement/pilot new and innovative mobility services and technologies such as on-demand Micro transit to improve mobility options and reduce vehicle miles traveled.
- Pursue the development and implementation of a performance management program to facilitate high success levels and measure the effectiveness of operations and employees. The program includes the integration of performance based plans utilizing key performance indicators, establishing state of good repair targets and establishing safety targets. Create an annual City Mobility performance report that summarizes performance compared to agreed upon targets.
- In pursuit to further clean air goals of the City and the state mandate for transit electrification, staff will pursue vehicle electrification options for all mature markets and pursue expansion pilot project opportunities for those still in development. Within transit, battery electric buses will be pursued in FY21, replacing existing CNG-powered buses. Within other city departments and general use, department will continue to evaluate City's motor pool program to improve fleet efficiency and further reduce greenhouse gas emissions.

Mobility Management:

- Work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to manage mobility and incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.
- Administer, manage and grow the City's Micro mobility Programs (Scooter share and the future bikeshare). Incorporate the concept of first and last mile connections with fixed route



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system, including the development of “Mobility Hubs” centered around bus stops and other key locations within the City.

Improving Transportation Infrastructure:

- Continue to work with City departments, regional stakeholders and partners to gain an understanding of the costs associated with installation of electric vehicle supply equipment (EVSE) at various locations where fleet vehicles are parked for city and public use. Using the results of this study, create a plan to develop the City’s electrical infrastructure to support the deployment of additional electric vehicles at City facilities and throughout the community for public charging.
- Collaborate with Public Works Department on the Expo-Downtown Bicycle Connector Project to consider the design to improve our CityBus service and consider elements such as bus stops, new bus circulator service with autonomous vehicles, and future bus-only lanes. The CMSP Project will assist in the evaluation of the service options and will also include a comprehensive transit lane feasibility study for all major transit corridors (such as Sepulveda Boulevard, Washington Boulevard, Jefferson Boulevard, Culver Boulevard, and Overland Avenue) in the City.
- Implement Bus Stop Improvements Phase 2 Project to expand on the use of LED solar powered real-time bus stop signs with security lighting throughout Culver CityBus service area and continue to replace older furnishings and improve sidewalk and roadway within the Culver City limits.
- Expand and Enhance Transit Technology projects to improve the reliability and service delivery of fixed route and other mobility services. Staff will create a technology roadmap that incorporates plans to design and implement Mobility-as-a-Service (MaaS) application, Radio Voice over Internet Protocol (VoIP) for better radio voice quality, public Wi-Fi on buses, automated payroll for departmental employees, and route scheduling, daily dispatch, workforce management and timekeeping to improve operational efficiency.

FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.

- Develop a ten (10) year financial plan for the Transportation department that includes all revenue sources, operating and capital needs, and identifies funding gaps. Pursue and secure additional transportation funding sources to fill those gaps via public-private partnerships, competitive grants, and TDM fees. Incorporate Transit Capital Improvement Plan into the City-wide capital program.



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- Complete analysis of Culver City Vehicle and Supporting Equipment Replacement Fund, identify funding shortages and perform a city vehicle utilization study by the end of FY21.
- Procure and implement a data management system to aggregate data from multiple sources, enabling enhanced performance monitoring and reporting functions, with specific support for the complex National Transportation Database (NTD) submission.
- Implement the City's newly developed Internal Controls processes and procedures to ensure cash handling, grants management, reporting, fleet utilization and asset management are in compliance with government accounting standards and City policies.
- Incorporate sound project management principles in the planning, operating and capital programs within the transportation department, including quarterly reporting of performance.

DEPARTMENTAL INITIATIVES

- Expand on communication efforts by pursuing a well-constructed strategy for driving community and employee engagement. Community engagement programs will foster two-way communication that improves understanding of services provided and embraces feedback for performance improvement. Employee engagement programs will provide transparency and pursue involvement in recommendations and decisions.
- Continue to develop and implement a Safety Management System (SMS) within the Culver City Transportation Department. The SMS is a proactive risk management approach that includes a safety policy, safety risk management, safety assurance, and safety promotion.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

Goal: Enhance Mobility and Transportation

Action Step: Conduct an assessment of microtransit and bike access along with TOD visioning

- Expo-Downtown Connector Environmental & Engineering: Scope of project has been extended to include bike infrastructure in downtown Culver City. Hire a consultant to conduct environmental analysis (including traffic) and engineering for the Expo to Downtown Bicycle Connector Project to bring this project to shovel-ready status.

Status: Staff is presently conducting the consultant selection process and is expected to seek City Council approval of award of contract in March/April 2020. Project design is expected to take about 18 months. Project will include bicycle, pedestrian and transit improvements.

Action Step: Conduct Traffic Demand Forecast Study

- SB 743 Compliance: Development of a Travel Demand Forecast Model (TDFM) is underway. Completion is expected in early FY 19/20. Development of new Traffic Study Guidelines to be in compliance with SB-743 is part of the scope of work for developing the TDFM and will facilitate the transition of CEQA traffic impact analysis from LOS to VMT. *This work is expected to be completed in FY 19/20.*

Status: Development of the Travel Demand Forecasting Model, as well as update of the traffic impact analysis criteria and development fees are underway and will be completed in 2020. The VMT analysis criteria will become in effect as of July 1, 2020 to meet the CEQA requirements.

ADMINISTRATION

- Implementation of recommendations from microgrid study at Vets and Senior Center.

Status: Upon reviewing the conclusions of the study, the City Council directed staff to pursue grants to offset the cost to implement a true microgrid at the sites and to explore power purchase agreements with energy service companies. Consultant services will be used to evaluate the potential for converting the heating of the City's swimming pool from natural gas to electric heating. The microgrid study and recommendations will be updated



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to take this into account as well as conversion of natural gas heating units at the Veteran's Center to electric heat pumps.

- Construction of Phase 1 of city hall landscaping project and Centennial Garden.

Status: The architect is preparing construction and bid documents that will be presented to the City Council for consideration during the fourth quarter of FY 19/20. If approved, they will be released to competing landscape contractors to construct the first phase of the project.

- Cardiff parking structure lighting retrofit.

Status: Will be completed by the third quarter of FY 19/20.

- Implementation of energy efficiency mechanical and HVAC modifications to Veterans Memorial Complex.

Status: Will be completed by the fourth quarter of FY 19/20 including conversion of natural gas heating package units to electric heat pump units.

- Development of a Right-of-Way Management Plan.

Status: Scope of Work will be developed by end of 4th quarter of FY 19/20.

- Complete Installation Standards and Permitting Requirements for Wireless Facilities in the public right-of-way.

Status: Completed the second quarter of FY 19/20.

ENGINEERING

- Capital Improvement Program 19/20: Implement the City's Capital Improvement Program

Status: Status: Construction of \$12 million Diversion Sewer Pipeline Project is under construction and is to be completed in December 2020. Bankfield Sewer Pump Station project is under construction and will be completed in March 2020. New Skatepark Office/Restroom project is under construction and is to be completed by June 2020. \$19 million Culver Bl., Realignment and Stormwater Treatment Project will commence construction in February 2020 and to be completed by September 2021.

- Complete final design and begin construction of diversion of Bristol and Fox Hills Sewer Pump Station to new Bankfield Sewer Pump Station.



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Status: Status: Sewer Bonds were approved in September 2019. Due to current workload, this project will commence the completion of final design in 20/21. Construction will commence in 21/22.

- Video inspection of 45 miles (50% of total) of sewer mains in the City.

Status: Sewer Bond were approved in September 2019. Due to current workload, this project will commence in 20/21.

MOBILITY AND TRAFFIC ENGINEERING

- Develop implementation plan for recommendations for bicycle infrastructure from the Bicycle and Pedestrian Action Plan.

Status: The Bicycle and Pedestrian Action Plan will be brought for City Council for consideration and approval in April/May 2020 following review by the different City departments and the Bicycle and Pedestrian Advisory Committee. Funding and implementation of the bicycle and pedestrian improvements will be carried out using the annual pavement maintenance program, as conditions of approval for development projects, using state and federal grant funds that are obtained, and as City capital projects.

- Pursue state grant funding to develop a Local Road Safety Plan (LRSP), which seeks to create a plan that identifies, analyzes, and prioritizes roadway safety improvements, to benefit all road-users, including pedestrians, bicyclists (and all active transportation users), and car drivers.

Status: The City was awarded the state grant and is in the process of retaining TJKM consulting to develop the LRSP. The Plan will be developed in 2020 to help support the City's efforts in applying for HSIP grant funds. The LRSP will also identify safety education, enforcement, and evaluation measures that aim to establish an effective, sustainable and equitable safety program.

- Implement Phase I improvements for the Rancho Higuera Neighborhood Traffic Management Plan. Upon neighborhood approval and City Council authorization implement a one-year trial of temporary countermeasures and conduct subsequent traffic data collection for "before/after" evaluation.

Status: The Project plans were approved by Council. Staff will go out for bids and retain a contractor in FY19/20 then proceed with the implementation of temporary and permanent devices recommended by the Plan by end of 2020.



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ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Continue to add businesses to the food waste/organics recycling program to be in compliance with AB 1826.

Status: Staff continues to include businesses to the food waste/recycling program. Through the first half of FY 19/20 staff visited 35 restaurants and have included 20 restaurants in the organic's collections program.

- Organics Recycling Program Residential: Implement food waste and compostable paper products recycling program for single family residents.

Status: Staff sent out magnets to all single-family residents in November 2019. Environmental Compliance Inspector began single family residential container inspections to determine contamination levels. Staff places an Awesome or Oops sticker on all containers inspected.

- Organics Recycling Program Technology: Research, review and consider use of alternative technologies for processing organic materials.

Status: Staff are now including the use of digesters for all new development waste management plans. Several new developers have agreed to use digester technologies for organics rather than dumpsters.

- Food Recovery Program: Develop plan to evaluate businesses, non-profits, and other local agencies for participation in a food recovery program in compliance with SB 1383 requiring no less than 20 percent of edible food be recovered for human consumption by 2025.

Status: Staff has received the vehicle and all the necessary equipment for the program in the first quarter of FY 19/20. Staff are currently in review of the MOU's with West LA College, CCUSD and Culver City's Parks and Recreation Department. Once MOU's are signed, the program will be implemented to collect all consumable leftover lunch food from CCUSD schools and deliver that food to the Senior Center, Teen Center and West LA College Food Pantry. Estimated Implementation is April 2020.

- Polystyrene Ban: Inspect establishments to determine compliance.

Status: Due to vacancy of Environmental Compliance Inspector during first and second quarter of 2019, inspections were not completed. An Environmental Compliance Inspector has been hired and has completed 37 inspections. In addition, staff is completing an amendment to the polystyrene ordinance which will be presented to city council for consideration in 4th quarter FY19/20.



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- **Fats. Oils. Grease. (FOGS) Collection Program:** The City will consider franchising the collection of FOGS citywide. Staff will research the possibility of franchising the FOGS Program. If determined that the franchise would be more environmentally sustainable, the City will issue an RFP for collection of the FOGS materials citywide.

Status: Due to vacancy, this task has not been addressed.

- **Zero Waste at City Facilities:** During the last quarter of FY 18/19, staff implemented the Zero Waste at City Hall Program. Moving forward, several other city facilities will evolve into the Zero Waste Program.

Status: During first quarter of FY 19/20, staff continued to implement the Zero Waste Program at City Hall. In the second quarter FY 19/20, staff met with the Transportation Department to discuss and determine equipment and materials necessary to initiate the program. Staff implemented the program at Transportation facility in February 2020. Staff is meeting with the Public Works Yards staff during third quarter FY 19/20 and will implement the zero-waste program in the fourth quarter FY 19/20.

- **Container Replacement Program:** Develop a replacement schedule for waste, recycling, organics and public litter containers. This spreadsheet will assist in calculating the number of containers to be distributed annually. The costs associated with replacement container purchases will be included in the rate study.

Status: Staff has replaced all containers on residential/commercial waiting lists. Staff will continuously budget for replacement containers in future fiscal years.

- **New Container Installment Program:** Several multi-family residences within the City remain without automated container service. During FY 19/20 the City will begin implementing automated container collection service at these locations.

Status: Staff added automated trash containers to Beverlywood Complex in August 2019 and both trash and recycling automated containers at the Raintree Complex in second quarter 19/20. During 3rd quarter FY 19/20, staff will be adding an additional 190 recycling containers to multi-family properties that currently do not have a recycling program.

- **Household Hazardous Waste Collection Program:** Initiate an HHW collection Program. The City awarded a contract to begin a curbside collection program of HHW. This program will be implemented in Summer 2019. The City received a grant for outreach/education for this program. Materials are currently being developed for distribution in July 2019.

Status: Due to delays in negotiating the contract, staff has determined that a new RFP will be issued in 3rd quarter FY 19/20 to determine if another vendor will propose to operate the program.



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- **Transfer Station Permit Expansion:** Apply for an expansion of waste, recycling and organics tonnages accepted at the transfer station from 500 tons per day to 1000 tons per day. This expansion will be considered as part of the rate study to be conducted in FY 19/20.

Status: The Rate study is currently being conducted by SCS Engineers. The expansion is being considered but the environmental analysis may be conducted in outlying years depending on the amount of the rate increases.

- **Transfer Station Improvements: Stormwater Diversion and Rain Garden** As part of the Transfer Station Stormwater Diversion System, implement an automated control system to automatically discharge captured runoff to sanitary sewer system after 72 hours and tie-in to the City's SCADA.

Status: Staff is working with US3 to implement the automated system. Expected completion is 4th quarter FY 19/20

- **Transfer Station Structural Improvements:** New push wall is required to protect exterior south building wall from structural damage due to trash operations inside the tipping floor. Prepare Request for Proposal for Design-Build for construction of new push wall inside the Transfer Station building by 1st quarter FY 19-20 with construction slated for 4th quarter FY 19/20.

Status: Design of Permanent Push Wall at the Transfer Station Facility began in January 2020, with anticipated construction during the 2nd quarter FY 20-21.

- **Rate Study:** The city will conduct a rate study to determine rates for all EPO solid waste programs. A professional service agreement will be awarded in FY 19/20 to conduct a rate study for solid waste programs. A Public Hearing will be conducted in Spring 2020 to present rate adjustments.

Status: The City hired SCS Engineers in second quarter FY 19/20. Final rate study analysis will be completed in April 2020. Prop 218 notices will be sent to all property owners in May 2020 for a Public Hearing scheduled in June 2020.

- **Storm Water Pollution Prevention Plan (SWPPPs) for City facilities:** SWPPP's at City Facilities will be completed in FY 19/20.

Status: Due to staff vacancy, this task was not completed.

- **Storm Water Program Management:** Work with Ballona Creek and Marina Del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollution Discharge Elimination System (NPDES) permit and applicable Total



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Maximum Daily Load (TMDL) regulations. Ongoing participation. Culver City will be a member of the Central Santa Monica Bay Watershed steering committee to review proposals for stormwater projects and determine level of funding to be provided through County Funded Measure W.

Status: EPO Staff actively participates in both Ballona Creek and Marina del Rey Watershed Groups to implement EWMP's and CIMP's. The Public Works Director currently serves as Vice Chair of the Central Santa Monica Bay Watershed Steering Committee.

- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). Additional outreach materials will be developed during FY 19/20. Artistic renderings around the Ballona Creek will be created to visualize the effects of storm water run-off. Clean Bay certifications are ongoing and industrial facility inspections will start.

Status: The Clean Bay restaurant certification program was completed in first quarter 19/20. Staff met with CCUSD High School AVP program to provide stormwater information and education. The students designed murals relevant to the stormwater discussion. Staff hired a local artist to install murals at the entrances of the Ballona Creek Bike Path. The murals will be completed 3rd quarter FY 19/20.



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FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

Goal: Enhance Mobility and Transportation

- Initiative – Improve circulation by creating alternative modes of transportation. *Develop Expo to Downtown Connector plan by taking into account bicycle, pedestrian and transit modes. Implement Metro Bike Share.*

Goal: Revitalize Ballona Creek

- Initiative - Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro. *Seek grant opportunities to evaluate the feasibility of extending the Ballona Creek bike path easterly from the Syd Kronenthal Park to Washington Boulevard and with the cooperation of the City of Los Angeles further east to the termination of the open channel near Cochran Avenue. The studies shall be coordinated with the City of Los Angeles, Los Angeles County Public Works and US Army Corps of Engineers, the agencies that share the responsibility for management and maintenance of the Ballona Creek and the bike path.*

ADMINISTRATION

- Microgrid Next Steps: Hire a consultant to modify existing electric load profiles to reflect electrification of the facilities as an additional option to consider, to prepare updated solar/battery cost estimates as a result, to prepare bid documents to hire an energy firm that would own the equipment via a Power Purchase Agreement, to help staff evaluate and select an energy firm, and to negotiate a contract with the selected energy firm. Funding for this to be requested through the FY20/21 budget.
- Employee EV Charging at City Hall: Increase City Hall's eight existing 240-volt (Level 2) charging stations on P2 for employee use by an additional 4 for a new total of 12. Nearly all the existing EV charging stations are now occupied and expanding the program to include 4 additional stations will encourage staff to acquire EVs. The existing transformer will handle up to 4 more stations. Additional funding required through the FY 20/21 budget process.
- Certified Sustainable Business Certification Program: Continue the program for a fourth year under the existing 2-year consultant contract.

ENGINEERING

- Capital Improvement Program 20/21: Implement the City's Capital Improvement Program



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- Complete final design of Bristol and Fox Hills Sewer Pump Station Diversion to new Bankfield Sewer Pump Station.

ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Implement food waste and compostable paper products recycling program for single family residents. Staff will continue to add businesses in accordance with AB 1826 and SB 1383.
- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials. Staff will update municipal code to include new recycling and organics mandates required by State Legislation and by the City.
- Food Recovery Program: Continue developing plan to evaluate businesses, non-profits, and other local agencies for participation in a food recovery program in compliance with SB 1383 requiring no less than 20 percent of edible food be recovered for human consumption by 2025. Evaluate effectiveness of program. Research public/private/non-profit partnership.
- Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to insure compliance with both the original Polystyrene Ordinance and the new amendment.
- Fats. Oils. Grease. (FOGS) Collection Program: The City will continue to research franchising the collection of FOGS citywide. Staff will research the possibility of franchising the FOGS Program. If determined that the franchise would be more environmentally sustainable, the City will issue an RFP for collection of the FOGS materials citywide.
- Zero Waste at City Facilities: Staff will begin implementation of Zero Waste Program at Police Department (Q1 and Q2) and Parks/Veterans Building (Q3 and Q4).
- New Container Installment Program: Several multi-family residences within the City remain without automated container service. Staff will continue adding recycling programs to multi-family complexes with more than 10 units.
- Household Hazardous Waste Collection Program: Staff will award a contract and implement HHW curbside Collection program during the 3rd quarter of FY 20/21.
- Transfer Station Structural Improvements. Staff will send out a request for construction bids for Transfer Station structural improvements during the first quarter FY20/21 with anticipated construction during the 2nd quarter FY 20-21.



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- **Route Optimization Program:** Staff has researched various software programs to enhance collections performance. Routing Optimization program to be implemented in FY 20/21.
- **Customer Billings Software:** Current software used to bill customers for waste management monthly services is outdated and needs replacing. Purchase and implementation of new billing system, if approved by other departments in FY 19/20, will be dependent upon rate structure.
- **Storm Water Pollution Prevention Plan (SWPPPs)** for City facilities. Staff will be assigned to determine SWPPP's for city facilities.
- **Stormwater Quality Master Plan:** Staff to continue developing Stormwater Quality Master Plan comprising of regional, green streets, and low impact development projects that collectively will comply with the Ballona Creek EWMP and MS4 Permit. Work will include data collection; coordination with other City departments, Ballona Creek Watershed Group, utility companies, and Culver City Unified School District; project prioritization based on 5-year and 10-year program; seek private-public partnership opportunities; prepare concept reports; coordinate and conduct public outreach; and pursue Grant funding opportunities.
- **Storm Water Program Management:** Ongoing work with Ballona Creek and Marina Del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollution Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. On-going participation with the Central Santa Monica Bay Watershed Area Steering Committee.
- **Storm Water Public Outreach and Facility Inspections:** Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). Staff will continue stormwater outreach throughout the year with community meetings and CCUSD.
- **Culver Boulevard Median Infiltration Project:** Implement 85th percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek Watershed EWMP. Project will be in full construction with anticipated completion August 2021.
- **Mesmer Pump Station Diversion Project:** Develop Mesmer Pump Station as a dual sanitary sewer station and dry weather diversion pump station. Urban runoff from Centinela Creek will be diverted to Mesmer Pump Station for conveyance to Hyperion Treatment Plant for



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treatment to comply with Ballona Creek Bacteria TMDL. Design completed by Q2 FY 20/21 with construction to begin Q4 FY 20/21.

MOBILITY & TRAFFIC ENGINEERING

- Apply for regional, state and federal grants to fund infrastructure and non-infrastructure projects that support the City's multi-modal transportation system. Staff applied for the State Sustainable Transportation Planning and Office of Transportation Studies (OTS) grant programs for the development of Complete Streets Design Guidelines and Citywide Safety Education Program. Staff will continue to apply for grants in 2020 including Highway Safety Improvement Program (HSIP) and Active Transportation Program (ATP) grants for infrastructure and non-infrastructure projects.
- Bike Share Program: Implement Bike Share Program that addresses Council strategic goals and objectives. Council approved the establishment of Metro Bike Share in Culver City. Staff conducted locations review and identified twelve station locations to be established in 2020. Currently coordinating with Metro to establish the agreement to implement and operate the Program. Program implementation to occur in 4th quarter of FY19/20 with continuing operations, observations and data collection occurring into FY20/21.
- Establish a multi-modal data collection program. This includes a bi-annual automated and manual traffic counts for road segments and intersections, respectively. This program should also include speed surveys every five to seven years, to adequately set and enforce speed limits. Staff commenced a comprehensive database using intersection and segment counts collected as part of the General Plan update, data collected for development traffic studies, signal timing charts, etc. Staff also coordinated with the Police Department and updated the collisions data in CrossRoads software, which will be updated quarterly. Staff will seek funding to perform the speed surveys and additional multi-modal volume count locations.
- Implement ATP grant funded Safe Routes to School project. The scope of work includes a cycle track on Elenda Street along with improved lighting, high visibility crosswalks, two HAWK signals, and curb extensions at multiple locations. Council approved Project plans, staff will proceed to seek bids and retain a contractor by end of April 2020. Construction of the project will take place in FY 19/20 and 20/21.
- Congestion-relief project, Sawtelle Boulevard, I-405 ramps at Matteson Avenue, Sepulveda Boulevard. In addition to community-initiated neighborhood traffic management projects, staff will coordinate with Caltrans and seek improvements that could relieve congestion at these locations in FY 19/20 and 20/21.
- Intelligent Transportation System (ITS) improvements. Coordinate with LAWA on the development of the Decision Support System for the coordinated Intelligent Transportation System (ITS) projects between LAWA, the City of Los Angeles, Caltrans, the City of



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Inglewood and Culver City., as well as proceed with implementation of remaining Culver City ITS project elements such as the Dynamic Messaging Sign (DMS). Staff participated in the selection process of a consulting team that will develop the DSS to serve Inglewood, Culver City, and LAWA. Staff will also proceed with the remaining ITS devices and improvements in Culver City during the remainder of FY 19/20 and FY 20/21.

- Develop an Annual Signal Upgrade Program. Some of the improvements, such as replacement of faded LED signal lamps, installation of reflective back plates, etc. are systematic improvements and expected to be outlined in the Local Road Safety Plan. Additional improvements will include signal upgrades to meet current ADA compliance requirements, as well as identifying recommended locations for implementing protected left-turn operation. Establishment of this program is important from a safety and operational perspective. Staff will seek City funding to initiate this annual program starting in FY 20/21. This is in addition to seeking grant funds including under provisions of the HSIP grant program as applicable, as well as inclusion in development improvements when applicable. In the first year of establishment, staff may pursue a system-wide review to optimize operations.
- Paid Parking Program. Installation of approximately 2000 additional parking meters within three fiscal years' time frame. Council recently approved the installation of 558 new parking meters and 30 pay stations which is planned to take place by the end of FY 19/20. About 1500 additional parking meters are planned for installation and incorporation into the program in FY 20/21 and 21/22.
- Establish a City-based Transportation Demand Management (TDM) Program, as well as a TDM Tool Kit and monitoring program to be deployed by development projects. Staff will coordinate with the Community Development and Transportation Departments on the development of an employer-based TDM program to be used by City employees, as well as a TDM Tool Kit to be utilized by development projects as applicable.
- A Multi-modal Safety Education and Encouragement Program. This is an enhanced safety education program to cover all school grades, as well as working adults, seniors, and transients. The program will also aim to increase walking and cycling, including by City employees through lunch seminars for example. Staff recently applied for an OTS grant to initiate this safety education program. Staff will also seek annual City fund starting in FY 20/21 to ensure sustainability of the program.
- Fox Hills Bike Lanes on Green Valley Circle based on community consultation and associated approval process. Plans have been developed but are subject to revisions based on additional community consultation. Community representatives wish to pursue back-in parking if feasible.



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- Update of the City's Neighborhood Traffic Management Program. This program update will soon be carried out to maximize the benefits of neighborhood traffic management within reasonable time frames and associated planning and implementation costs.
- Assessment of Signage, Pavement Markings and other Traffic Control Devices. Work with the Public Works Maintenance Operations Division on enhancements of signage and pavement markings to meet current MUTCD requirements including installation and retroreflectivity requirements.
- School Areas Assessment, and recommendations of on-site and public improvements. Staff initiated quarterly meetings with elected officials, schools and District representations, Manager of the SR2S Program and interested parents. This is in addition to the meetings and safety nights being held at the different school sites, and other SR2S activities. Staff already completed the safety audits of areas of the El Marino and El Rincon Elementary Schools and will continue with the remaining schools by the end of FY 20/21. Recommendations and associated implementation are currently limited to enhancement to signage and pavement markings, limited intersection design modifications using temporary traffic control devices, adjustment to signal operations as feasible, and addition of curb ramps where deficient.
- Mobile Phone Applications that serve traffic and parking operations. Such applications are currently available to facilitate payment for parking incident or construction activity notification and congestion prediction, etc. Staff will pursue the deployment of such applications as feasible within Culver City, and possibly as pilot projects to minimize the fiscal impacts for initial deployment and monitoring.
- Development of Interactive Map and GIS Supporting Information. This project will be initiated to facilitate community input on traffic and parking operational conditions, safety conditions, construction activities, etc. This tool will also be utilized to inform the public of complete, ongoing, and planned infrastructure and development projects.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2019/2020 WORK PLANS

ADMINISTRATION DIVISION

I. Development Services Improvements

- Development Services "Permit Center".

Status: Commenced on-going Planning and Building Division monthly reports including plan review tracking, and metrics for next day inspections and number of inspection stops per day. Coordinated archiving of Departmental plan and permit records through record retention program.

- Complete Development Services Standard Operating Procedures (SOP) with Community Development, Fire and Public Works Department.

Status: Completed for use as working document to be updated periodically.

- Implement Permit Tech II work rotation schedules with all Development Services Divisions and Departments.

Status: Public Works and Fire Departments and Current Planning Division are refining schedule. Full implementation pending recruitment of Permit Technician II in Public Works in 2020.

- Permit Center building improvements for customer work space, informational computer query kiosk, 2nd floor development services payments and directional signage improvements working with Public Works, Fire, Information Technology and Finance Departments.

- *Status: Completion 2020 pending further work with Public Works, Fire, Information Technology and Finance Departments and Public Works Department Permit Technician II recruitment.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

II. Mobility and Parking Initiatives – Strategic Plan 2018-2023, Goal 2

- Coordinate new mobility fee as Part of VMT Traffic Model and General Plan Update with Advance Planning Division, Public Works and Transportation Departments.

Status: Completion June 2020.

- Collaborate with Public Works and Transportation Departments on new draft TDM Ordinance.

Status: In process with Transportation Department.

- Prepare parking and mobility related Zoning Code amendments to advance mobility measures.

Status: Completed and some in process. See Current Planning Division work plan "Zoning Code amendments."

- Draft new parking and mobility conditions for project entitlements.

Status: Completed and some in process. See Current Planning Division Work Plan.

- Collaborate with Public Works and Transportation Departments on EXPO Bicycle Downtown Connector.

Status: – On going, Consultant selection in process.

III. Promote New Housing Initiatives – Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services

- Coordinate and implement Council approved affordable housing programs with Housing Division.

Status: Completed and some in process. See Housing Division work plan.

- Collaborate with City Manager and City Attorney Offices, Public Works, Police and Fire Departments and Enforcement Services and Housing Divisions in homeless encampment outreach and clean ups.

Status: On-going. City Manager's Office is recruiting a homeless coordinator to oversee work. Interdepartmental efforts underway for targeted clean ups.



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- Coordinate and Implement approved Homeless Services Programs

Status: Completed and some in process. See Housing Division work plan

IV. Revitalize Ballona Creek **Strategic Plan 2018-2023, Goal 3**

- Develop Ballona Creek Revitalization Action Plan with public engagement, use of CivicSpark Fellowship program, and other resources and programs such as Creek events, education, wayfinding, art. Economic Development Division efforts include business outreach and engagement with a Ballona Creek fronting businesses.

Status: See Advance Planning and Economic Development Work Plans

- Work with Public Works and City Attorney to explore legal, political/jurisdictional, and financial implications to obtain right of way, access and address use issues.

Status: In process. To be coordinated with production of Ballona Creek Action Plan

- Adopt the recommendations of the Plan as part of the General Plan Update Mobility Element.

Status: In process. See Advance Planning Division work plan.

- Identify and determine the feasibility of potential Ballona Creek recreational improvements with Parks, Recreation and Community Services department and include Ballona Creek recreation improvements in the Culver City Recreational Master Plan (including lighting, landscaping, cost estimate, and watershed management).

Status: In process. See Advance Planning Division work plan.

- Include a Recreation Element in the General Plan Update and incorporate Ballona Creek improvements identified in the PRCS Recreational Master Plan.

Status: In process. See Advance Planning Division work plan.



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V. Transform Inglewood Oil Field **Strategic Plan 2018-2023, Goal 5**

- Working in collaboration with City Attorney: 1.) Commence amortization study of Inglewood Oil Fields; 2.) Work with County of Los Angeles Baldwin Hills Community Standards District (CSD) and California Air Resources Board (CARB); 3.) Study Neighborhood Air Near Petroleum Sources (SNAPS); and 4.) Monitor related workshops and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations. Incorporate findings in General Plan Update Land Use Element.).

*Status: On-going 2020-2021 and through GPU adoption process.
(Inglewood Oil Field Specific Plan on hold).*

VI. Administration

- Administer seven Divisions of Community Development Department. Coordinate operations, budgeting, Council, Commission and Committee agenda process and interdivision work on projects and programs.

Status: On-going. See Housing, Building Safety, Economic Development, Current Planning, Advance Planning and Enforcement Services work plans.

- Contract administration to prepare "Reach" Building Code and Soft Story Retro-fit Code Amendments.

Status: Phase I - Reach Code Adoption completed.

Phase II - Public outreach completed.

Phase II - Code Adoption in process.

Status: Citywide Soft Story survey completed.

Public outreach and soft story draft ordinance in process.

- Manage recruitments for. Building Official, Deputy Building Inspector/Permit Center Supervisor/Plan Check Engineer. Continue recruitment for new Building Permit Tech position.

*Status: Recruitments for Building Official and Deputy Building Official are completed.
Recruitment for a new Building Permit Tech will commence in Spring 2020.*

- Complete Record retention implementation for all Department divisions.

Status: Building and Safety commenced. Administration, Current Planning, Economic Development and Housing Divisions – In process.



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- Contract administration for planning services for 11111 Jefferson, 11469 Jefferson (Jeff Hotel) and Blair Hills Neighborhood Guidelines Study.

Status: On-going.

- Coordination of interdivision plan check and construction inspection for Apple / Culver Steps / Culver Studios/ Entrada / Brick and Machine
- *Status: On-going.*

BUILDING DIVISION

- Implement Accela on-line permitting. Currently testing on-line permits not requiring plan review submittals such as solar and water heating permits.

Status: On going work with Finance and Information Technology Departments.

- Implement customer service computer kiosk for Permit Center.

Status: On going – Working with Information Technology Department to establish customer work station to query project information as part of the Permit Center.

- Prepare draft and adopt “Reach” Building Code Amendment to establish more energy efficient City Building standards.

Status: On going. Adopted Phase I of Reach Code which address energy efficiency. Conducted nine community outreach meetings for Phase II code adoption. Continue researching draft ordinance for Phase II Reach Code to address electrification standards Expected Council hearing update on Phase II code adoption spring 2020.

- Implementation and refinement of Permit Tech II rotation schedule prepared.

Status: On going - Part of a comprehensive plan for the Permit Center implementation being evaluated by all development services Divisions and Departments. Implementation of Permit Tech II rotation schedule pending completion of development services recruitments through spring 2020.

- Soft Story survey completed and presented to City Council. Draft Building Code amendment and public outreach commencing. Potential Code adoption to be incorporated in 2019 California Building Codes in Spring 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Construction coordination for Entrada, Culver Steps, The Culver Studios, Apple, Ivy Station, Brick and Machine Projects.

Status:

Culver Steps – Core and shell nearly completed, concurrent processing of tenant improvement plans with six tenants with permits or in plan review.

Entrada – Permits issued, and construction commenced with foundation and structural subterranean work.

Ivy Station – Parking Structure is nearing completion. Multi-family building rough framing/dry wall nearing completion and exterior finish soon to commence. Concurrent processing of individual tenant improvement plans has begun for project hotel, hotel restaurant, and HBO office building.

Market Hall – Final review of plans and coordination for permit issuance. Excavation and core and shell to begin by Spring 2020.

Nantworks – Parking Structure is complete. Office/Lab building is nearing completion of Core and Shell.

Apple – Core and Shell is nearing completion. Tenant improvement work has commenced.

- *Recruitments of Building Official and Deputy Building Official.*
Status: Completed.

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service during 2018 – 1011 requests, Year 2019 - 1373.requests.

Status: Ongoing – 1373 Requested received - 1157 Requests Closed.

- Proactive Enforcement Actions – Coordinate with Economic Development Division to address derelict commercial property conditions throughout the City.

Status: Ongoing. Addressing properties with Economic Development Division based upon surveyed conditions.



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RESP. MGR.: SOL BLUMENFELD

- Leaf Blower Regulations – Continue permitting process for gardeners who use leaf blowers. Continue enforcement for users not adhering to city standards. Continue educational processes to inform permit holders of changes to take effect in 2022.

Status: Ongoing. 130 Leaf Blower permits issued in 2019. Notification provided to gardeners on upcoming changes both written and verbal.

- Short Term Rentals – Continue to assist with establishing regulations for Short Term Rentals. Establish enforcement procedures related to a new Ordinance. Research and hire a company to track Short Term Rentals on Platforms, such as Airbnb, for enforcement assistance.

Status: On hold while awaiting draft Ordinance from City Manager's office.

- Cannabis Regulations – Continue assisting with permitting process and inspections for Cannabis businesses. Enforcement as needed.

Status: Ongoing. Addressed 2 unlicensed Cannabis businesses and conducted inspections for permitting process.

- Massage Establishments – Continue to work with other City Departments for inspection and enforcement of permit and Code requirements.

Status: Conducted inspections of all existing massage establishments as well as new establishments.

- Homeless Encampments – Continue working in cooperation with the Housing Division, St. Joseph's Center, Police Department, Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property.

Status: Ongoing. Cleaned and assisted with 58 locations; some locations cleaned on multiple occasions.

- Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program.

Status: Ongoing. There are currently 163 properties with Amnesty.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Street Vendors – Assist with establishing time, manner, and placement regulations for Street Vendors. Update Enforcement practices to adhere to new state laws.

Status: Ongoing. Working with City Manager, City Attorney and Finance Department on updating regulations.

ADVANCE PLANNING DIVISION

VII. Ballona Creek Revitalization (BCR)

- Continue work on the BCR project with the CivicSpark Fellows and Ballona Creek Task Force with intent to incorporate in General Plan Update (GPU). *Strategic Plan 2018-2023, Goal 3, Revitalization of Ballona Creek.*

Status: Ongoing. Engaged the community at the Chamber Expo, Hayden Tract business outreach event, and Art Walk & Roll at the Riveropolis installation. With the Public Works Department and Economic Development Division, prepared a Caltrans Sustainable Transportation Planning grant for \$755,000 to fund a Creek Action Plan). Contingent on grant award or other non-General Fund monies, Action Plan RFP will be issued for overall plan and related implementation. Short-term projects such as lighting for, grinding and smoothing the path, landscaping, and murals are also being pursued.

VIII. General Plan Update (GPU)

- Continue working on the GPU project, incorporating City Council 2018-2023 Strategic Plan priorities, including community engagement and citywide visioning, discovery and existing conditions reports, land use and transportation alternatives, draft policy frameworks, technical analysis, plan preparation, and draft environmental impact report. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*



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	Required Topics							Optional Topics										
	Land use	Mobility	Housing	Open Space	Conservation	Noise	Safety	Parks/Recreation	Public realm/design	Economy	Sustainability/climate	EJ/health/equity	Cultural planning	Infrastructure	Ballona Creek	Tech/smart city	Governance	Implementation
GPU 2018-2023 Strategic Plan Goals																		
Ensure Long-Term Financial Stability	X	X	X			X		X	X	X	X	X		X		X	X	X
Enhance Mobility and Transportation	X	X				X	X	X	X	X	X	X		X	X	X		X
Revitalize Ballona Creek	X	X		X	X		X	X	X	X	X	X	X	X	X			X
Enhance Housing and Homeless Services	X	X	X				X				X	X					X	X
Transform Inglewood Oil Field	X			X	X		X		X		X	X						X

Status: Ongoing. In September 2019, the GPU project commenced. Engagement activities included a City Council visioning session, stakeholder interviews, eight General Plan Advisory Committee (GPAC) meetings, a community visioning festival, three pop-ups, a joint City Council/Planning Commission study session, and a land use alternatives festival/workshop. Deliverables produced include the project work plan, logo and branding plan, GPU fact sheet, community engagement plan, event and outreach materials, website, and draft existing conditions reports. The main tasks scheduled for 2020/21 include continued community engagement, alternatives analysis and selection of preferred direction, policy frameworks and technical analyses, and the beginning stages of drafting the plan and environmental impact report.

- Continue collecting and analyzing socioeconomic and demographic data to support equitable engagement and establish evidence-based policy frameworks for the GPU. *Strategic Plan 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation.*

Status: Ongoing. The consultant developed a "sampling plan" with demographics for sub-populations including seniors, youth, neighborhoods, families, non-English speaking populations, and others along with methods for reaching each sub-population. The sampling plan will inform community engagement for the remainder of the project.

- Continue seeking grant funding and partnership opportunities for the GPU and process. *Strategic Plan 2018-2023 Goal 1, Ensure Long-Term Financial Stability.*

Status: Ongoing. General Fund monies are approved and encumbered for the GPU, making the project ineligible for most grant opportunities. In prior budget cycles, Advance Planning researched funding opportunities, but there are few long-range planning grants available. Staff will continue to explore partnership opportunities.



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- Continue supporting the Public Works Department in the preparation of a citywide Energy-Focused Greenhouse Gas Inventory that will inform the Climate Change Element. *Strategic Plan 2018-2023, Sustainability.*

Status: Completed. Completed in December 2019.

- Incorporate, or incorporate by reference, prior studies into the GPU (TOD Visioning Study, Reimagine Fox Hills, Large Single Family Home Design Guidelines, Hillside Study, Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and any other pertinent projects and plans) and check for consistency. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*

Status: Ongoing: The consultant received all existing planning, study, regulatory, and relevant documents during the discovery phase. For other non-GPU planning efforts that are in progress, Advance Planning and the consultant team will ensure those processes and deliverables are aligned with and incorporated in the GPU process and products.

- Ensure GPU policies on land use, housing, transportation, compact development, and reduced greenhouse gas emissions comply with SB 375 requirements. *Strategic Plan 2018-2023 Goals 2 and 4, Enhance Mobility and Transportation; Enhance Housing and Homeless Services; and Sustainability.*

Status: Ongoing. The consultant will ensure GPU policies meet SB 375 requirements.

- Commence a citywide speaker series, based on the successful GPU Prelude Speaker Series, to create and inform dialogue around topics affecting the city. *Strategic Plan 2019-2023 Fulfills commitment to civic/community engagement for the GPU.*

Status: Ongoing. Monthly speaker series events were held, with wide-ranging topics including affordable housing, urban design, municipal fiber, new mobility, discriminatory land use practices, healthy communities, mobility revolutions, addressing homelessness, regional economics, and placemaking and the public realm. The speaker series will be continued until otherwise directed from City Council.

IX. Travel Demand Forecast Model (TDFM)

- Continue work on the TDFM project with the Public Works and Transportation Departments, including model development, revised traffic study guidelines, transportation review fee, project-level vehicle miles traveled (VMT) calculator, VMT impact fees nexus study, and mobility impact fee program. *Strategic Plan 2018-2023 Goals 1 and 2, Enhance Mobility and Transportation and Ensure Long-Term Financial*



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Stability 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation.

Status: Ongoing. Completion of the model, traffic study guidelines, transportation review fee, project-level VMT calculator, and the VMT impact fees nexus study anticipated are July 1, 2020, to meet the statewide SB 743 implementation date. Economic and Planning Systems was retained in January 2020 for \$27,500 to conduct an economic analysis of the mobility impact fee. Staff anticipates completing the mobility impact fee in Fall 2020. Tasks that will continue through the year include work on the transportation impact report for the GPU and assistance on the evaluation of transportation demand management (TDM) strategies.

Other Projects:

- Continue collaborating on the Community Conversations project with the Economic Development Division and the City Manager's Office. *Strategic Plan 2018-2023 Fulfills commitment to civic/community engagement for all aspects of the GPU implementation.*

Status: Completed. Completed in February 2019.

- Continue collaborating in the City's Governmental Alliance on Race Equity cohort. *Strategic Plan 2018-2023 Goals 2 and 4, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation; Enhance Mobility and Transportation; and Enhance Housing and Homeless Services.*

Status: Ongoing. Advance Planning staff that was participating in the cohort resigned in February 2019, and the division could not remain in the cohort through the rest of the fiscal year due to capacity. Advance Planning can provide staff to take part in the 2020 cohort if requested.

- Report the City's environmental data and policy progress to the Carbon Disclosure Project's (CDP) online disclosure reporting platform annually in collaboration with the Finance; Parks, Recreation, and Community Services; Public Works; and Transportation Departments as recommended by staff and approved by Department Directors. This disclosure allows the City to quantify progress to reach environmental goals, showcase results, benchmark against other agencies to identify strengths and opportunities and be eligible to take part in CDP's funding programs. *Strategic Plan 2018-2023 Goals 1, 2, and 5, Enhance Mobility and Transportation; Ensure Long-Term Financial Stability; Transform Inglewood Oil Field; and Sustainability.*

Status: Ongoing. Staff reported for 2019 and will do so again in October for 2020.



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- Work with the Public Works and Transportation Departments to prepare an annual Sustainability Report. *Strategic Plan 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation and Sustainability.*

Status: Not started. The last first and last report prepared was in 2018.

CURRENT PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.

Status: On track to complete annual projections of: Assisting 4,800 members of the public at the front counter, conducting 350 property reports, preparing 24 zoning confirmation letters, reviewing 414 applications for licenses and permits, conducting 1009 plan checks, and managing 202 discretionary permits including Site Plan Review approvals, Zone Changes, General Plan Amendments, Comprehensive Plans and Conditional Use Permits.

- Review and assess impacts from proposed adjacent development projects and related environmental documents in adjacent jurisdictions.

Status: Ongoing review of proposed development projects and related environmental documents for project located in Los Angeles and abutting jurisdictions for potential impacts to Culver City, and coordination with Culver City Traffic Engineering for analysis of traffic impacts.

- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.

Status: Ongoing participation in regional/sub regional planning efforts including coordination with Southern California Association of Government activities related to the development and establishment of the 7th cycle Regional Housing Needs Assessment.

- Implementation and discretionary case processing associated with the Washington/National Transit Area development projects. *Strategic Plan Reference: Goal 2 – Enhance Mobility/Transportation.*

1. 3727 Robertson Bl., 4-story mixed use project
2. 3710 Robertson Bl., Robertson Landing - TOD Mixed use project
3. 8740 Washington Bl., The Wesley - TOD Mixed use project



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Status: 3727 Robertson Bl. Expected public hearings before end of 2019-2020 FY, both 3710 Robertson Bl. And 8740 Washington Bl. Projects have been withdrawn.

- Assist other City Departments in preparation of environmental review documents.

Status: On-going coordination with Public Works on preparation of environmental review documents related to City Council action related to capital improvement projects.

- Process Zoning Code text amendments related to the City's updated Affordable Housing Program. *Strategic Plan Reference: Goal 4 – Housing and Homelessness.*

Status: On-going, adopted zoning code text amendments including micro-studio units, accessory dwelling units, corporate housing, and inclusionary housing before end of 2019-2020 FY.

- Initiate staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

Status: On-going, Current Planning staff attended California American Planning Association Chapter annual conference, California Association of Environmental Professionals 2019 CEQA Essentials Workshop, UCLA Planning Law Extension Course, Planning Technician obtained American Certified Institute of Certified Planner Candidate designation.

- Provide regular General Plan Update status reports to Planning Commission.

Status: On-going, Coordinated with Advance Planning on briefing updates for Planning Commission regarding GPU progresses.

- Enhance case management reporting of Accela permitting software.

Status: On-going, completed development of Accela reporting to track and manage plan check processing, project status and updates, and evaluation of case management workflow processing time, progress and fees.

- Coordinate joint City Council and Planning Commission meetings to discuss land use and development issues.

Status: On-going, City Council and Planning Commission held joint study session May 8, 2019 regarding Single Family Development Design Study. Going forward, future joint annual study sessions planned starting May 2020.



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- Coordinate Current Planning staff meeting with Culver City design professionals.

Status: On-going as part of Comprehensive General Plan Update.

- Coordinate Planning Commission site visits of previously entitled and built projects.

Status: On-going, Annual Planning Commission site visits scheduled May 2020.

- Provide annual report to Planning Commission on development activity.

Status: On-going.

- Complete the Parkland Fee Ordinance update.

Status: To be completed before June 2020 for presentation to City Council as part of revised Fee Schedule.

- Collaborate on Permit Center implementation with Building Safety Division, Engineering and Fire Departments.

Status: On-going collaboration on Permit Center implementation including rotation and cross training of Technicians between Building and Safety, Fire, and Public Works, and draft Standard Operating Procedures.

- Develop Jefferson Corridor Mobility Improvements. *Strategic Plan Reference: Goal 2 – Enhance Mobility/Transportation, and Goal 1 – Revitalization of Ballona Creek.*

Status: On-going, completion of draft conditions of approval for pending and future development projects along Jefferson corridor related to mobility improvements, landscaping, lighting, and access to the Ballona Creek bike path.

- Case management for current projects:

Status: Annotated below.



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PROJECT ADDRESS	DESCRIPTION	STATUS
3826 Girard Ave.	4 unit condominium project	Expected Q4
3846 Bentley Avenue	4 unit condominium project	Complete
3906 Tilden Avenue	5 unit condominium project	Expected Q4
4404 Madison Ave.	4 unit condominium project	Withdrawn
4225 La Salle Ave.	2 unit condominium project	Complete
4041 Sawtelle Blvd.	4 unit condominium project	Expected Q4
4030 La Salle Ave.	4 unit condominium project	Expected Q4
12464 Washington Place	3 unit condominium project	Complete
4116 Higuera St.	2 unit Tentative Parcel Map	Complete
4055 Jackson Ave	9 unit condominium project	Expected Q4
4044 Madison Ave	3 unit Tentative Parcel Map	Expected Q4
11620 Washington Blvd.	Assisted Living Addition - Vista del Sol, new 5 story/72 bed assisted living facility expansion	Withdrawn
11141 Washington Blvd.	Assisted Living Facility - New 157 Room	Complete
3900 Sepulveda Blvd.	New Hotel, 156 rooms	Expected Q4
11469 Jefferson Blvd	New Hotel, 150+ rooms	Complete
8740 Washington Blvd.	Mixed-use - The Wesley, 237 dwelling units, 47,640 sq. ft. of commercial floor area.	Withdrawn
12727 Washington Blvd.	Mixed-use – 117 dwelling units, and ground floor retail (82 units Culver City, 35 units Los Angeles)	Expected Q4
3727 Robertson St.	Mixed-use in IG zone, 4-story residential with ground floor commercial	Expected Q4
3710 & 3750 Robertson Bl.	Mixed-use, Robertson Landing, Comprehensive Plan	Withdrawn
6021 Bristol Parkway,	Mixed-use, Bristol Parkway, Comprehensive Plan	Withdrawn
11281 Washington Pl.	Mixed-use Project with ground floor retail and 14 dwellings units; 2 low income units.	Complete/Expired
3939 Landmark St	Private School - New 2-level subterranean parking structure, 8,610 sq. ft. athletic field, and a two-story 2,024 sq. ft. classroom building	Complete
8509 Higuera St.	Private School - Interior tenant improvements to an existing 10,000 sq.ft. building for flexible instructional space and office space and new 20,000 square foot play field	Complete
11259 Washington Blvd	3-story creative office building - 8,958 sq. ft.	Complete
3512, 351, 3520 Schaefer St.	3-story creative office building - 18,500 sq. ft.	Complete
11039 Washington Blvd.	Volvo Auto Repair off site location	Expected Q4
10828 Jefferson Blvd.	Monopine Wireless Telecom. Facility	Withdrawn
Washington/Helms (3240 Helms Ave)	Automated parking structure (after the fact)	Expected Q4
11248-11250 Playa Ct	Tandem parking for office conversion	Complete
10744 Washington Blvd.	Car stacker	Expected Q4
4060 Ince Blvd	Tandem parking related to an office conversion	Complete



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4333 Sepulveda Blvd	Tandem parking and stall dimension reduction associated with commercial building addition (2,971 sq. ft.) and tenant improvements	Complete
10950 Washington Blvd	Parking stackers and tandem parking	Complete
4013 Sawtelle Blvd	Tandem parking to facilitate a new 4,518 sq. ft. medical office building	Complete
5977 Washington Blvd	48 car Stacker to serve as off-site parking for 5965 Washington Blvd	Pending

Zoning and General Plan Amendments & Special Studies

Amendments & Studies	Code Section	Quarter
1. Mixed Use Land Use Update: Hotel & SRO	17.400.065	Complete 4 th Q 19/20
2. Identify Other Multi-Family Design Guidelines		Complete
3. Short Term Rentals		Pending
4. Affordable Housing Parking Code Study		Carryover FY 20/21
5. Complete Clarksdale & DNA Multi-Family Design Guidelines		Complete 4 th Q 19/20
6. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	Complete 4 th Q 19/20
7. Outdoor Dining Smoking Areas	17.400.070	Complete 4 th Q 19/20
8. Distance between Structures on a Lot	17.210.020 Table 2-3	Complete 4 th Q 19/20
9. Retail Smoking Establishment	17.220.015	Complete 4 th Q 19/20
10. Comprehensive Sign Regulation Update		Pending RFP Issuance
11. Comprehensive Parking Standards Update (unbundled parking, parking maximums, mobility credits)		Carryover FY 20/21
12. Mansionization R-2 Zone Study	17.210.020	Carryover FY 20/21
13. Special and Temporary Event Centers		Completed
14. Roof Mounted Height Projections		Completed
15. Non-Conforming Provisions (Single Family)		Completed
16. Hillside Overlay Zoning (Culver Crest)		Completed
17. 2019 ADU Clean-up		Completed
18. Child Day Care Centers in Industrial Zones		Completed
19. Micro Units in Residential and Mixed-Use Projects		Completed
20. Single Family Design Standards Update		Complete 4 th Q 19/20
21. Fitness Studio Parking Ratio Update		Complete 4 th Q 19/20
22. EV and Compact Parking Standards		Completed
23. Lofts / Mezzanines		Completed
24. Beverage Tasting Rooms		Completed



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HOUSING DIVISION

X. New Programs:

- Prepare and implement new Council approved Housing programs including collaboration with Current Planning Division on Zoning Code Amendments as necessary. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Seasonal Shelter Survey Phase I Completed; Phase II Feasibility Study pending City Council review of all potential sites; Motel Re-Use Feasibility Study will commence in spring 2020 due to LA County funding delay; Modular Housing/Manufactured Housing Feasibility Study will commence in Spring 2020 due to LA County funding delay; Linkage Fee Study consultant selection spring 2020 - Study to be completed 2020-2021; Mixed Use/Inclusionary Housing Code Amendment Council review 2020; SB2 Grant Application submitted – awaiting grant award notice; Senior/Disabled Mobile Home Replacement Program commenced – two projects in process; Draft Affordable ADU Program components approved by Council Subcommittee on Housing and Homelessness including Program guidelines, informational brochure and database of potential property owners. The Housing Division is working with the Current Planning Division to surface potential program participants. The program will be launched June 2020 and coordinated with work on the Housing Element of the General Plan Update. Rapid Re-Housing Program in process; Micro Units for residential projects approved – See Current Planning Division work plan.

- Homeless encampment clean-ups.

Status: On-going. The Division is working with the Enforcement Services Division, City Manager and City Attorney's office, Public Works, Police and Fire Departments on new homeless outreach, homeless encampment clean-ups and interim homelessness solutions.

- Research State legislation related to prohibition of Section 8 discrimination and investigate the enactment of an ordinance prohibiting the discrimination against Section 8 Program Participants. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: In process. State legislation concerning discrimination against Section 8 voucher holders pending.



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- Investigate emergency housing “voucher” program through partnership with Airbnb. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Housing Division to provide report to Council Subcommittee on Housing and Homelessness in Spring 2020.

- Examine implementation of senior roommate matching program, short-term homeless rental ADU). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Carried over to the 2020-2021 Housing Division work plan.

- Research with Finance Department and discuss with City Council Housing and Homeless Subcommittee potential waiver of business license and fire inspection fees as additional affordable housing development incentives for Affordable ADU's and new affordable housing units. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: In process pending further discussion with the Finance Department and report to Council Housing and Homeless Subcommittee.

- Continue Investigation of short and long-term administration funding sources for Housing Division programs and projects. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Report to Housing and Homeless Subcommittee 2020-2021.

- Coordinate annual single audit with the Finance Department.

Status: Due to changes in the Finance Department, the audit was move to October 2019. The regular schedule audit was conducted again in December 2019 and a revised audit is forthcoming.

- Continue file retention program.

Status: The Housing and Administration Divisions are working with the Finance Department to identify a vendor to store Housing Division files and Information Technology Department to select a vendor for program implementation.

- Staff the Committee on Homelessness (COH). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



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Status: On-going. The body meets monthly (both regular and special meetings). Staff prepares all agendas and minutes and coordinates the three subcommittees created by the COH (Homeless Initiative, Outreach and Engagement and the Homeless Count).

- Work in collaboration with the COH to coordinate the 2020 Homeless Count. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The 2020 Homeless Count was held on February 22, 2020. Housing staff coordinated this event in conjunction CCPD, CCFD, UBH, and SJC. The United Everyone In Campaign provided a presentation on who is homeless and homeless outreach. A total of 67 volunteer enumerators participated. Donations were secure from Tito's Taco, Sorrento Market and the Conservatory.

- Staff the Landlord Tenant Mediation Board (LTMB). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: On-going. The body meets quarterly, and Housing staff prepares agendas and minutes and coordinates the work of the subcommittee created to update the LTMB bylaws regarding the expansion of duties.

- Coordinate all request for mediation through the LTMB. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: To date, 3 mediations were requested, and no mediation sessions conducted.

- Oversee the implementation of the ordinance requiring landlord to include lease addendum regarding the LTMB and mediation services. *Strategic Plan 2018-2023, Goal 4- Enhance Housing and Homeless Services.*

Status: In process. Program guidelines, outreach material and implementation schedule are being prepared with the City Attorney's Office.

- General Plan Update/Housing Element Update.

Status: Housing staff participated in the Housing Element kickoff meeting with Advanced Planning and GPU Development Team. Participated in the HE Update Workshop identifying the program timeline and preliminary scope of work.

- Cedar Sinai Community Service Grant.

Status: The Housing Division collaborated on a scope of work with St. Joseph's Center and Cedar Sinai to develop a homeless "first responder" training program for City staff and the business community. The training will focus on understanding homelessness and how to outreach and engage the homeless. SJC was granted \$50,000 to develop



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and conduct this training program.

- Westside COG Homeless Working Group/Regional Strategic Plan.

Status: The Housing Division hosted the Westside COG Homeless Working Group which is tasked with developing a regional strategic plan to address homelessness. The final plan will be presented to the COG Board in March 2020.

- Adoption of an Emergency Interim Rent Control Ordinance (IRCO) capping rent increases citywide to 3% per annum including tenant protections.

Status: The Housing Division is working with the City Manager and City Attorney Offices to prepare an Emergency Interim Rent Control Ordinance (IRCO) including retaining a financial consultant to prepare a financial assessment of the proposed measure and working on outreach to tenants and property owners. A webpage was developed with the City Attorney's Office which include a FAQs, copies of the IRCO (both English and Spanish), and various forms to petition for rent waivers and rent registration. To date, the Housing Division has responded to hundreds and emails and phone calls regarding IRCO. A total 163 units (25 properties) have been registered. In addition, a financial study is in production to help inform the preparation of a potential permanent rent cap ordinance. Landlord/tenant and property management experts a hearing officer and language translation consultant have also been retained to assist with drafting of a permanent ordinance which is scheduled to be presented to Council May 4, 2020.

XI. Low and Moderate Income Housing Asset Fund

- Implement Globe affordable housing project with Habitat for Humanity. Facilitate the early sales of 8 units and project completion Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.

Status: Units 4044 and 4048 are completed and both households closed escrow in October 2019 and are currently residing in the units. Units 4050 and 4052 have obtained Certificates of Occupancy and are projected to close escrow by early March 2020. The two remaining single-family units are to be completed and escrow closed by July 2020. The last 4 units will be completed and closed escrow by December 2020.

- Administration of the RAP Program serving 16 households. Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.

Status: There are currently 16 elderly and disabled households remaining on the RAP Program. The average monthly housing assistance provided is \$18,656 with an annual projection of \$222,780.



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- Administration of the Upward Bound House Homeless Outreach and Case Management Contract - *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services. Status: The contract with Upward Bound House was approved by Council August 12, 2019. Since July 1, 2019 to December 31, 2019 the following individuals and families have been provided services and access to housing:*

*Families Served = 33; Persons Served = 97; Adults Served = 47; Children Served = 50
Families Placed in Permanent Housing = 9; Adults Placed in Permanent Housing = 10;
Children Placed in Permanent Housing = 12*

- Administration of Homeless Outreach Services through contract service with the Saint Joseph Center (SJC). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: On August 12, 2019, Council approved the expansion of homeless outreach to include evenings Tuesdays through Friday until 10pm and Saturdays to 2pm. Saint Joseph Center (SJC) is currently hiring and training staff. From July 1 to December 31, 2019, the SJC E6 Homeless Outreach Teams provided outreach services and responded to an average of 2-3 requests per week by staff, citizens through Culver City Connect and Enforcement Services encampment cleanups. Currently, 6 individuals are temporarily housed with emergency motels vouchers. A case plan is developed for each individual coordinating supportive services and permanent housing options.

- Per CRL regulation administration of affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Annual covenant monitoring commenced in November 2019 and continues.

Administration Mortgage Assistance Program (MAP) Loan Monitoring (\$2,000). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: There are currently 3 active MAP covenants. A total of \$495, 740 is outstanding in MAP loans.

- Oversee Metropolitan Property Management contract for Jackson Avenue Apartments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The contract is monitored on a monthly basis. Currently staff is working with the management company to obtain bids to replace the roof and all kitchen and bathroom cabinets and countertops. These items have reached their lifespan.



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RESP. MGR.: SOL BLUMENFELD

- Administration of Rapid Re-Housing Program as part of the Los Angeles County Homeless Initiative. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The Rapid Re-Housing Program (RRH) with SJC was approved by Council on August 12, 2019. The contract has been executed. Three individuals are pending County approval.

- Administration of Homeless and Section 8, Neighbor Preservation Program Rehabilitation grant program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: This program will be fully initiated as part of the Landlord Fair scheduled for April 2020.

- Administration of the Vacancy Loss and Damage Claim Program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: This program will be fully initiated as part of the Landlord Fair scheduled for April 2020.

- Neighborhood Preservation Program for life safety repairs. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The program will be reviewed with the Housing and Homeless Subcommittee to determine whether it should be carried over to the 2020-2021 work plan.

- Homeless Prevention with move-in assistance/rent catch-up program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: This program will be initiated as part of the Landlord Fair scheduled April 2020.

- Oversee the implementation of the Updated Plan to Prevent and Combat Homelessness. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: In process. See "New Programs" in Housing Division work plan.

- Investigate the Braddock/La Fayette site for new housing production. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The program will be presented to the Housing and Homeless Subcommittee to determine if it should be included in the modular/manufactured housing feasibility study that will commence in Spring 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Collaborate with Current Planning Division to prepare a mandatory affordability requirement for market rate housing in new mixed-use developments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: A financial feasibility study was completed to assess the level of potential affordability that may be applied to market rate mixed use development. The findings of the study and recommendation were reviewed by the Council Housing and Homeless Subcommittee and will be discussed by City Council in Spring 2020.

XII. Section 8

- Administration of Section 8 Program serving 210 households. including qualification of tenants and match with prospective property owners; annual recertification within the HUD defined timeline of at least once a year; and Housing Quality Standard (HQS) Inspections per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations. (From July 1 through December 31, 2019 at total 143 inspections were conducted) *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: On going.

- Administration of the contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.

Status: The FSS contract is monitored on a monthly basis. There are currently 16 Section 8 households enrolled in the FSS program. Currently 7 program participants have accumulated escrow accounts with a combined total of \$25,096. Establishment of an escrow account is a measurement of success under the FSS program. Outreach is conducted on-going to attract additional participants.

- Apply for the HUD FSS Coordinator Grant.

Status: A grant application in the amount of \$72,000 was submitted to HUD in November 2019. HUD will make funding announcements in May 2020.

- Prepare and Submit for HUD approval the Section 8 Annual Year Plan. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The plan is due April 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Conduct SEMAP review and submit to the Housing Authority and HUD for approval. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The SEMAP self -audit was conducted in August 2019 and approved by the Authority on August 12, 2019. HUD transmitted an approval notice on October 8, 2019. The Authority scored 97 which places the Authority at a level of High Performing.

ECONOMIC DEVELOPMENT DIVISION

XIII. City Wide

- Develop joint Economic Development and Enforcement Service Division programs with the Economic Development Subcommittee to address poorly maintained commercial properties which adversely affects the commercial corridors.

Status: Citywide survey of properties with related property ownership list prepared to address deferred maintenance and vacancies. Outreach to property owners spring 2020.

- Implement programs identified in the Economic Development Implementation Plan (Plan) considered by the City Council in February 2020.

Status: Review programs identified in the Plan with the Economic Development Subcommittee to inform the Fiscal Year 2020/2021 Economic Development work program.

- Prepare 2019-2020 City Profile.

Status: Completed.

- Promote City businesses and highlight new construction projects via social media platforms.

Status: Work with Trippie Smith and with Current Planning Division to highlight new construction activity to date on City web site and through social media.

- Complete former RDA Projects (Construction draws, DDA terms and conditions, Final O & M agreement, entitlement conditions, change orders and cost monitoring): Ivy Station, Culver Steps and municipal parking garage, Culver Public Market and municipal parking garage. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

Status:

Culver Steps – Culver Steps building, municipal parking and public plaza completed. Core Power Yoga, Sephora, Mendocino Farms, Salt & Straw and Philz Coffee are current tenant leases to date. Sixteen draw requests have been completed to date (\$1.5 million dispersed and one change order has been approved).

Culver Public Market - DDA and Parking Agreement executed. Plans approved by Planning Commission and City Council – permit issuance pending final revisions to plans with utilities relocated. Grading permit issued and rough grading has commenced. Colonial alley reconfigured and improved.

Lucky Apartments (former Baldwin Motel site) -Project construction and offsite improvements complete. temporary Certificate of Occupancy expected March 2020.

Icon West, LLC (former 3727 Robertson Blvd parking lot)- DDA executed. Projects design drawing under review, entitlement hearings expected Spring 2020.

- Pursue 10858 Culver Boulevard property improvement and/or identify an interim use. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: In mid-2019 the City Council considered five reuse options for the property. The options were discussed with the community during a meeting in Sept. 2019. The options are being brought back to the City Council in Spring 2020 for further discussion.

XIV. Joint Economic Development and Housing Divisions Project

- Study potential to establish Enhanced Infrastructure Financing District (EIFD). *Goal to Ensure Long-term Financial Stability.*

Status: Staff is recommending dropping this workplan item as formation of EIFDs are proving difficult to implement given requirement for taxing entities participation and agreement to share property tax revenues.

- Study potential to establish Linkage Fee for and Employer Tax Credit to develop affordable housing. *Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: RFP issued in October 2019 and proposals were received from qualified firms November 2019. City Council consideration of proposals in February 2020 with potential firm selection and contract in April 2020. Economic Development staff are researching potential business tax credits successfully used in other cities to create affordable housing.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

XV. Downtown

- Pursue 9814 Washington Blvd joint public-private development opportunities and/or property redevelopment including potential temporary uses. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: City Council direction received in mid-2019 to conduct public outreach and to return for further City Council direction for potential projects. Demolition and site remediation costs estimates prepared to remediate lead and asbestos contamination. Staff anticipates returning to City Council in March 2020 to identify next steps on partnerships and to discuss potential temporary uses (if any) for the property.

- Implement Ivy Substation capital improvement projects per the asset management plan.

Status: Walker Consultants engaged to develop list of required improvements and related costs and to prepare required plans. Design drawings 90% complete. Bid process expected to begin March 2020.

- Complete a Media Park design plan to better activate the park and install recommended infrastructure improvements. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: An RFP was issued in 2019 and 24 proposals were received. Proposals will be presented to the City Council for consultant selection in April 2020.

- Administer Memorandum of Understanding with Downtown Business Association (DBA) for downtown maintenance. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: The MOU for Downtown Maintenance has been assumed by the Public Works Department, as the Community Development Department no longer contributes any funding for maintenance supported by the MOU.

- Administer Downtown Business Improvement District. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: The Downtown Business Improvement District was renewed by the City Council for calendar year 2020. The BID area was increased to include all businesses on the south side of Culver Boulevard from Duquesne Avenue to Madison Avenue. The DBA continues to manage the BID work program and is focused on maintenance, events, lighting improvements to Main Street and painting light poles throughout downtown.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Administer Farmers' Market.

Status: The Farmers' Market manager has stabilized operations, modified the vendor composition to increase the ratio of certified farmers, and cleaned/replaced vendor canopies among other things. Musicians, cooking demonstrations, children's activities and special events have been added and improved. Tables and chairs have been provided for on-site consumption. Equipment has been upgraded, including generators and lights. The Farmers' Market now has a dedicated Facebook page linked to the City's web site. The Farmers' Market social media platform generates significant positive response. The Farmers' Market continues to generate positive net revenue. City Council requested examination of alternative Farmers Market sites and staff is exploring them as part of Media Park planning study City Council review.

XVI. West Washington and Sepulveda Boulevards

- Replant/repair existing landscaped medians in Area Improvement Program (AIP) Phase III.

Status: AIP Phase II median replanting complete. AIP Phase III ongoing with original contractor reviewing bid for replanting/repair. The replanting is planned for May 2020.

- Implement AIP Program Phase IV landscape improvements and explore construction of additional landscape median in AIP Program Phase V.

Status: Ongoing. Plans completed in February 2020. Bid anticipated in Spring 2020. AIP Phase V median construction underway.

- Create and work with West Washington Blvd Business Association to install street graphics/banners in West Washington AIPs. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Banner design in progress. Project to be deferred until FY 20/21 to coincide with the opening of the City's Market Hall project.

- Execute Washington/Centinela Market Hall Disposition and Development Agreement (DDA), relocate utilities, complete parking structure construction plans, implement project and coordinate construction. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: DDA and Parking Agreement executed. Plans approved by Planning Commission and City Council – ground permit for grading issued. Colonial alley reconfigured and improved. Building permit pending approval of Edison utility relocation and approval of developer proposed changes to building concrete finish and submittal of final plan check set from developer.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Identify and implement landscape improvements *between Centinela and Boise Avenues* per West Washington Assessment District II work plan.

Status: Working with consulting landscape architect on proposal for streetscape improvements to be presented to BID and City Council Spring 2020.

XVII. Washington National Transit Oriented Development (TOD)

- Washington National Streetscape Plan coordination with development projects, mobility improvements and TOD Visioning.

Status: Ivy Station and Apple project off-site plans reviewed for compliance with Streetscape Plan. Special paving crosswalk construction coordination underway with property owners/contractors and public art consultant.

- Fabricate/Install Metro wayfinding signs.

Status: Hunt Designs engaged to explore TOD district naming, sign design and content. Process complete and Flouresco engaged to fabricate and install in April 2020.

- Collaborative TOD District Art Project – Washington National “Gateway Public Art Project”

Status: Cultural Affairs and a Cultural Affairs Commission Subcommittee has selected Dyson & Womack (D&W) to assist with the artist selection process and is now working with Economic Development staff to identify area project opportunities that will inform the artist selection process which will be completed in early 2020.

XVIII. Fox Hills

- Complete Reimagine Fox Hills Master Plan in cooperation with area businesses and residents for development of retail/restaurant focused “Main Street”, shared parking, land assembly and rebranding. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Completed public outreach with Urban Land Institute which informed preparation of the RFP to retain a consultant to prepare the Master Plan - RFP issued in November 2019. Ten proposals evaluated and consultant selection anticipated April 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

XIX. Hayden Tract

- Create a property-based improvement district in cooperation with Hayden Tract property owners. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: NBS engaged to provide P-BID Formation services. Services to date include creation of a project specific website, survey and postcard that was sent to owners and businesses in area on the formation process. Community meeting planned for March 2020.

XX. Arts District

- Administer Arts District BID and assist with mixers, website development, Artwalk event, and future positioning of District. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Ongoing. Provide support to BID and Executive Director on work plan development, assessments and agenda notification. Assisted in the implementation of Artwalk event and facilitating communication with TOD District relative to recent Arts District expansion.

- Per Arts District workplan, implement median landscape improvements and repainting of palm tree surrounds.

Status: Marina Landscaped engaged to implement replanting in medians in conjunction with Arts District. Project currently delayed due to Golden State Water project. Tree surround repainting on hold due to lack of funding from Culver City Arts District.

- Conduct Arts District Visioning - *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Delayed due to Arts District Expansion. Consultant selected but work delayed in order to address potential new goals and programming with expanded District. This item will be carried over to 20/21 work plan to include all new stakeholders.

XXI. Economic Development Plan, Programs and Studies

- Economic Development Implementation Plan (Plan), a multiyear project to implement Plan recommendations.

Status: Review programs identified in the Economic Development Implementation Plan with the Economic Development Subcommittee to inform the Fiscal Year 2020/2021 Economic Development work program.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Serve as event liaison for community events and administer agreements as required to include Exchange Club Car Show and Taste of the Nation. Assist with other community events including Screenland 5K and Special Events Grant Program.

Status: Economic development staff assisted in the FY 2019-2020 Special Event Grant Program. The Screenland 5K occurred in February 2020. Taste of the Nation and Car Show event preparation in progress.

- Prepare 2019-2020 City Profile, for information and City promotional purposes.

Status: Complete. 2020 – 2021 Profile will be updated in May/June 2020 after new Mayor is selected.

- Continue implementation of fiber optic business plan.

Status: Five projects have been permitted to date. Staff is working with Moxx on 18 active city funded lateral projects, which includes permitting, legal agreement review etc.

- Promote the City and businesses and highlight new construction projects and other programming via social media platforms.

Status: Staff works with Tripepi Smith to update social media platforms on the status of construction projects and promoting the City and businesses.

- Facilitate business district formation, promotion and marketing efforts/programs. Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.

Status: Staff is currently working with the hospitality sector to form a Tourism Business Improvement District. Initial work efforts include creating a promotional video that explains entertainment, shopping and dining opportunities in the City and creation of a marketing campaign to attract tourists.

- Manage the City's parking resources and complete the installation of security cameras, construction of a parking office and the parking facilities asset management plan improvements.

Status: Staff will seek City Council approval in March 2020 to award an agreement for the installation of security cameras in the City's parking garages. Staff will obtain bids to construct the parking office in Ince and make necessary improvements to surface parking lots in April 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Administer CDBG program.

Status: CDBG funds are used to partially fund Recreation Community Services Coordinator and fund a capital improvement project to remove/replace/reconstruct broken and uplifted sidewalks, and curb ramps. These work plans have been submitted to CDBG Administration for review and approval.

- Produce business/educational workshops in collaboration with the Chamber of Commerce and Los Angeles Economic Development Corporation (LAEDC) to assist with business resiliency and vitality.

Status: Staff partnered with the California Department of Tax and Fee Administration to produce a business tax seminar in August 2019 at Veteran's Auditorium. Approximately 100 persons attended. A second business tax seminar will occur in April 2020.

- Pursue LAEDC Business Friendly City Award and other grants/awards.

Status: Staff will apply for the LAEDC business friendly city award in June 2020.

- Administer Memorandum of Understanding (MOU) with Chamber of Commerce. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: The MOU is valid through December 31, 2020. The MOU will be reviewed for revisions and modifications during calendar year 2020 with an intent to maximize opportunities and optimize the working partnership between the City and the Chamber of Commerce.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2020/2021 WORK PLANS

ADMINISTRATION DIVISION

I. Development Services Improvements

- Development Services "Permit Center"
- Permit Tech II work rotation schedules with all Development Services Departments.
- Prepare new Permit Center operations refinements including customer work station, directional signage, payments on 2nd floor.
- Complete recruitment for Permit Tech I & II in Building Safety and Public Works.
- Complete online permitting.

II. Mobility and Parking Initiatives **Strategic Plan 2018-2023, Goal 2**

- Mobility fee for new project entitlements to be adopted in 2020-2021 following adoption of TDFM Mobility Model.
- Collaborate with Public Works and Transportation Departments on new draft TDM Ordinance.
- Draft new parking and mobility conditions for project entitlements and parking and mobility related Zoning Code amendments to advance mobility measures.

III. Revitalize Ballona Creek **Strategic Plan 2018-2023, Goal 3**

- Development of a Ballona Creek Revitalization Action Plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Adopt the recommendations of the Action Plan as part of the General Plan Update Mobility Element.
- Identify and determine feasibility of potential Ballona Creek recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.

IV. Promote New Housing Initiatives **Strategic Plan 2018-2023, Goal 4**

- Coordinate and implement Council approved affordable housing programs with Housing Division.
- Collaborate with City Manager and City Attorney Offices, Public Works, Police and Fire Departments and Enforcement Services and Housing Divisions in homeless encampment outreach and clean ups.
- Coordinate and Implement approved Homeless Services Programs.

V. Transform Inglewood Oil Field **Strategic Plan 2018-2023, Goal 5**

- In collaboration with City Attorney: 1.) Commence amortization study of Inglewood Oil Fields; 2.) Work with County of Los Angeles Baldwin Hills Community Standards District (CSD) and California Air Resources Board (CARB); 3.) Study Neighborhood Air Near Petroleum Sources (SNAPS); and 4.) Monitor related workshops and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations. Incorporate findings in General Plan Update Land Use Element. (Inglewood Oil Field Specific Plan on hold).

VI. Administration

- Administer seven Divisions of Community Development Department.
- Prepare draft Phase II "Reach" Building Code and Soft Story Building Code Amendments.
- Complete recruitments for Building Safety Division Building Permit Technician position.
- Complete record retention implementation for all Department divisions.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Coordinate contract administration of planning services for 11111 Jefferson, 11469 Jefferson (Jeff Hotel) and Blair Hills Neighborhood Guidelines Study.
- Coordinate interdivision plan check and construction inspection for Apple / Culver Steps / Culver Studios/ Entrada / Brick and Machine.

BUILDING DIVISION

- Continue to expand Accela permitting capabilities with Supplemental permits, Plan Check Status report, Metric Reports, GIS (mapping of special permit districts and special permit issuance requirements), and other operational improvements such as expanding on-line permitting.
- Enhance Building Safety website information such as applications and code information and bulletins and handouts.
- Implementation of the Permit Center:
 - Comprehensive inter-departmental application process for selected types of permits to simplify and coordinate permitting among various divisions and departments in development services to improve customer services.
 - Physical Layout - customer service computer kiosk to query permit and process information in the Permit Center.
 - Staffing - Implementation and refinement of Permit Tech II rotation schedule.
 - Technology – Installation of required hardware and software as needed for implementation.
- Adoption and Implementation of Phase II “Reach” Building Code Amendment to establish more energy efficient City Building standards.
- Adoption and Implementation of Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.
- Construction coordination for Entrada, Brick and Machine, The Culver Studios, Apple and Ivy Station Projects, Culver Public Market, Synapse Automated Parking Garage (8888 Washington), and Market Hall.
- Staff Recruitments – Recruitments of 1 or 2 Permit Technicians and 1 Building Inspector.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service: *Year 2018 – 1011; Year 2019 – 1373.*
- Leaf Blower Regulations – Continue permitting process for gardeners who use leaf blowers. Continue enforcement for users not adhering to city standards. Continue educational processes to inform permit holders of changes to take effect in 2022.
- Short Term Rentals – Continue to assist with establishing regulations for Short Term Rentals. Establish enforcement procedures related to new Ordinance. Research and hire a company to track Short Term Rentals on Platforms, such as AirBnb, for enforcement assistance.
- Cannabis Regulations – Continue assisting with permitting process and inspections for Cannabis businesses. Enforcement as needed.
- Massage Establishments – Continue to work with other City Departments for inspection and enforcement of permit requirements for massage establishments.
- Homeless Encampments – Continue working in collaboration with the City Manager, City Attorney, Housing Division, St. Joseph's Center, Police Department, Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property.
- Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program.
- Street Vendors – Assist with establishing time, manner, and placement regulations for Street Vendors. Update Enforcement practices to adhere to new state laws.

ADVANCE PLANNING DIVISION

VII. Ballona Creek Revitalization (BCR)

- Continue work on the BCR project with the CivicSpark Fellows and Ballona Creek Task Force. All results will be folded into the GPU or incorporated by reference and checked for consistency. *Strategic Plan 2018-2023, Goal 3, Revitalization of Ballona Creek.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

VIII. General Plan Update (GPU)

- Continue working on the GPU project, incorporating City Council 2018-2023 Strategic Plan priorities, including community engagement and citywide visioning, discovery and existing conditions reports, land use and transportation alternatives, draft policy frameworks, technical analysis, plan preparation, and draft environmental impact report. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*

	Required Topics							Optional Topics										
	Land use	Mobility	Housing	Open Space	Conservation	Noise	Safety	Parks/Recreation	Public realm/design	Economy	Sustainability/climate	EJ/health/equity	Cultural planning	Infrastructure	Ballona Creek	Tech/smart city	Governance	Implementation
GPU 2018-2023 Strategic Plan Goals																		
Ensure Long-Term Financial Stability	X	X	X			X		X	X	X	X	X		X		X	X	X
Enhance Mobility and Transportation	X	X				X	X	X	X	X	X	X		X	X	X		X
Revitalize Ballona Creek	X	X		X	X		X	X	X	X	X	X	X	X	X			X
Enhance Housing and Homeless Services	X	X	X				X				X	X					X	X
Transform Inglewood Oil Field	X			X	X		X		X		X	X						X

- Continue collecting and analyzing socioeconomic and demographic data to support equitable engagement and establish evidence-based policy frameworks for the GPU. *Strategic Plan 2018-2023 Fulfills commitment to civic/community engagement for all aspects of the plan's implementation.*
- Continue seeking grant funding and partnership opportunities for the GPU and process. *Strategic Plan 2018-2023 Goal 1, Ensure Long-Term Financial Stability.*
- Continue the GPU Speaker Series to inform, educate, and discuss issues that are important to everyone who lives, works, plays, and learns in Culver City to and inspire the community to participate in the GPU process. *Strategic Plan 2019-2023 Fulfills commitment to civic/community engagement for the GPU.*
- Continue to incorporate, or incorporate by reference, prior studies into the GPU (TOD Visioning Study, Reimagine Fox Hills, Mansionization Study, Hillside Study, Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and any other pertinent projects and plans) and check for consistency. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek;*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.

- Continue to ensure GPU policies on land use, housing, transportation, compact development, and reduced greenhouse gas emissions comply with SB 375 requirements. *Strategic Plan 2018-2023 Goals 2 and 4, Enhance Mobility and Transportation; Enhance Housing and Homeless Services; and Sustainability.*

XIX. Travel Demand Forecast Model (TDFM)

- Continue working on the TDFM project with the Public Works and Transportation Departments, including model development, revised traffic study guidelines, transportation review fee, project-level VMT calculator, VMT impact fees nexus study, and mobility impact fee program. *Strategic Plan 2018-2023 Goals 1 and 2, Enhance Mobility and Transportation and Ensure Long-Term Financial Stability 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation.*

Other Projects:

- Continue collaborating in the City's Governmental Alliance on Race Equity cohort. *Strategic Plan 2018-2023 Goals 2 and 4, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation; Enhance Mobility and Transportation; and Enhance Housing and Homeless Services.*
- Continue reporting the City's environmental data and policy progress to the Carbon Disclosure Project's (CDP) online disclosure reporting platform annually in collaboration with the Finance; Parks, Recreation, and Community Services; Public Works; and Transportation Departments as recommended by staff and approved by Department Directors. This disclosure allows the City to quantify progress to reach environmental goals, showcase results, benchmark against other agencies to identify strengths and opportunities, and be eligible to take part in CDP's funding programs. *Strategic Plan 2018-2023 Goals 1, 2, and 5, Enhance Mobility and Transportation; Ensure Long-Term Financial Stability; Transform Inglewood Oil Field; and Sustainability.*

CURRENT PLANNING DIVISION

Planning Division FY 20/21 Zoning and GP Amendments & Studies

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City.
- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- Implementation and discretionary case processing associated with the Washington/National Transit Area development projects.
- Participate with other City Departments in preparation of Environmental Review documents, and studies (i.e. bicycle and pedestrian action plan, general plan, sustainability plan, travel demand modeling and transportation demand management ordinance, vehicle miles traveled model, mobility linkage fee).
- Process bi-annual zoning code clean-up text amendments, annual conditions of approval update, and lookback conditions update.
- Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Provide Advanced Planning Updates to Planning Commission.
- Enhance reporting and use of Accela permitting software for application submittal and tracking.
- Coordinate joint City Council and Planning Commission meetings to discuss development issues.
- Coordinate Planning staff meeting with Culver City design professionals.
- Coordinate Planning Commission site visits of previously entitled and built projects.
- Provide annual report to Planning Commission on development activity and lookback conditions.
- Recreate updated Current Planning applications, handouts, summary sheets, and informational documents for easy public use and understanding.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Provide publicly accessible computer and printer at Permit Center for public use to look up zoning information, development requirements, information on current projects, fill out and submit online applications, and print resources.
- Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.
- Build out Development Permit Center on second floor including cubicle rearrangement, furniture, related equipment and supplies, software, and counter configuration.
- Complete revision to Single Room Occupancy Parking, Zoning Code Section 17.400.106.
- Complete Comprehensive Parking Standards Update Parking, Zoning Code Section 17.320.
- Complete Sign Code Update, Zoning Code Section 17.330.

Planning Division FY20/21 Pending Development Projects

Anticipated Projects

PROJECT ADDRESS	DESCRIPTION
11469 Jefferson Blvd	150+ room boutique hotel SPR
11039 Washington Blvd	4 new auto bays for Volvo dealership care repair; CUP
5645 Sepulveda Blvd	4-story medical office; SPR
3975 Landmark St	Stacked/Automated parking, CUP
5914 Blackwelder Street	New office building, ASPR
2921 La Cienega Blvd	Tandem Parking (addition & conversion), AUP
11620 Washington Blvd Vista Del Sol	33,747 sq. ft. expansion SPR, CUP Mod
4044 Madison Ave.	4-Unit Condominium ASPR TPM
3868-3900 Sepulveda Blvd.	New 5 story, 156 room hotel SPR
11224 Venice/3801 Sepulveda	Beer and Wine (off-sale) incidental to convenience store, CUP, ZCMA



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

3826 Girard Ave.	4-Unit Condominium ASPR TPM
11141 Washington Blvd	Senior Housing, TBD, TBD
4233 East	4-Unit Condominium ASPR TPM
3336 & 3340 Helms Ave	8-Unit Condominium; ASPR TTM
4080 Lafayette Pl,	5-unit condo, ASPR, TTM
12727 Washington Blvd	Mixed Use in both CC and LA 82 Units in CC, 35 Units in LA, 17880 sq. ft. of ground floor retail, CP
4095 Sawtelle Blvd,	4-Unit Condo ASPR, TPM
3907 Prospect Ave;	New 3rd unit property with 2 existing units; ASPR
5977 Washington Blvd;	CUP for car stacker
2929 La Cienega Blvd	CUP/Mod to add Vehicle Spray Booth
8570 National Blvd	AUP for Alcoholic Beverages, Outdoor dining, Tandem Parking AUP
3808 College Ave	6-Unit Condominium; ASPR, TTM
11111 Jefferson Blvd.	Mixed Use 50,000 sq. ft. of retail with 200+ residential



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

HOUSING DIVISION

X. Programs

- Prepare Rent Control Ordinance and work to implement with City Manager and City Attorney's Office.
- Work with Advance Planning and Current Planning Division on implementation of SB2 Grant award.
- Emergency Shelter Survey Review (and potential safe parking) Follow Up.
- Motel Re-use Survey and Feasibility Study Follow Up.
- Modular/Manufactured Housing Program Survey and Follow up.
- Implement the Affordable ADU Program.
- Coordinate annual single audit with the Finance Department.
- Continue a file retention program.
- Assist Advance and Current Planning with the Housing Element General Plan Update.
- Work with St Joseph's Center in the implementation of the Cedar Sinai Homeless Awareness and Education Program.
- Continue implementation of the Senior/Disabled Persons Mobile Mobil Home Replacement Program.
- Staff the Committee on Homelessness (COH). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Work in collaboration with the COH to coordinate the 2021 Homeless Count. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Staff the Landlord Tenant Mediation Board (LTMB). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Coordinate all request for mediation through the LTMB. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Oversee the implementation of the ordinance requiring landlord to include lease addendum regarding the LTMB and mediation services. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Collaborate with Current Planning Division to prepare a mandatory affordability requirement for market rate housing in new mixed-use developments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

XI. Low- and Moderate-Income Housing Asset Fund

- Fund four new affordable housing units in Mixed Use Developments. Coordinate with Council Subcommittee on Housing and Homelessness and Current Planning Division on production of affordability covenants to be considered during project entitlement process. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Complete Globe affordable housing project with Habitat for Humanity. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue Upward Bound House Homeless Outreach and Case Management Contract - *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue administration of Homeless Outreach Services through contract service with the Saint Joseph Center (SJC). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue CRL regulation administration of affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue administration of Mortgage Assistance Program (MAP) Loan Monitoring (\$2,000). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue to oversee Jackson Avenue Metropolitan Property Management contract. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue to oversee Rapid Re-Housing, Rap Program, Section 8, Homeless Prevention, Neighbor Preservation Program, Vacancy Loss and Damage Claim Program, Rehabilitation grant program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Oversee implementation of the Updated Plan to Prevent and Combat Homelessness. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Investigate and implement the strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Review Braddock/La Fayette site for new housing production with the Housing and Homeless Subcommittee. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Submit findings of Linkage Fee Nexus Study for affordable housing funding to City Council for consideration. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Purchase affordability covenants to create 4 affordable units in market rate mixed use developments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

XII. Section 8

Administer Section 8 Program including Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law, (CRL) rules/regulations and participate in annual recertification program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

- Administration of the contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.
- Apply for the HUD FSS Coordinator Grant and HUD approval the Section 8 Annual Year Plan. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Conduct SEMAP review and submit to HA and HUD for approval. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

ECONOMIC DEVELOPMENT DIVISION

- Complete Reimagine Fox Hills Master Plan.
- Prepare Media Park improvement plan and related implementation measures.
- Complete construction of Culver City Market Hall.
- Continue coordination of TOD Streetscape and Crosswalk improvements with new developments projects.
- Manage Business Resource Center for new and expanded business permitting.
- Manage parking operations and complete improvements to the parking office and installation of security cameras in the City garages.
- Work with Information Technology and City Manager's Office to implement the City's fiber network business plan.
- Implement Ivy Substation capital improvements.
- Meet with entertainment/technology, retail, automotive and hospitality stakeholders and the City's top sales tax producers.
- Organize an architecture/design/engineering and biotechnology stakeholder groups.
- Grow/expand existing BIDs and create new BIDs where possible (including the Hayden Tract).
- Initiate Code Enforcement actions on vacant/disinvested storefronts and properties.
- Pursue LAEDC Business Friendly City Award and other grants/awards.
- Produce business/educational workshops in collaboration with the Chamber of Commerce and Los Angeles Economic Development Corporation (LAEDC).
- Promote and highlight the City, it's businesses, new construction and other programming via social media platforms.
- Implement programs identified in the Economic Development Implementation Plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS

- Prepare 2020-2021 City Profile.
- Develop action plans for 10858 Culver Boulevard and 9814 Washington Boulevard improvements and/or identify interim uses.
- Administer the Community Development Block Grant (CDBG) program.
- Administer Memorandum of Understanding (MOU) with Chamber of Commerce.
- Administer MOU with Downtown Business Association for downtown maintenance.
- Administer Farmers' Market and examine potential site alternatives.
- Administer Arts District BID and assist with mixers, promotion, website development, Artwalk events and implement median landscape and streetscape improvements.
- Serve as liaison for city community events, administer related agreements as required, including production for annual calendar for Culver Steps and Town Plaza Expansion.
- Conduct Arts District Visioning.
- Continue to coordinate on Ballona Creek Revitalization (BCR) project.



FINANCE

RESP. MGR.: ONYX JONES

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC PLAN INITIATIVES

Business Tax Review

- Identify new revenue sources to maintain financial stability by conducting comprehensive update to Business Tax Structure in coordination with Finance Advisory Committee.

Status: In-progress.

- Finance completed a report for recommendation of a possible new Business Tax Structure that could assist in maintaining financial stability.
- The report was presented to the Finance Advisory Committee (FAC).
- Polling was conducted of at least 400 Culver City Residents regarding the new proposed Business Tax Structure and the results were presented to Finance Advisory Committee and will be presented to Council no later than April 2020.
- Staff has also assisted the FAC in completing their analysis of proposed Business License Tax.

DEPARTMENTAL INITIATIVES

Continue Internal Audit Function

- Continue to work with consultant to complete review of City Cash Handling, Enterprise Risk Assessment, Grants Management, Fleet Management and Internal Controls. Policies and procedures will be created based on recommendations from consultant and will be finalized and put into place by FY 2019/2020.

Status: In progress.

- The review of Cash Handling, Grant Management Compliance and Internal Controls reports were completed and presented to City Council in September 2019.
- The review of the 2019 Enterprise Risk Assessment was completed and presented to the Finance Advisory Committee (FAC) in November 2019 and will be presented to City Council prior to June 2020.
- The Finance Department started implementing the changes recommended by the consultant and has provided monthly progress updates to the FAC.
- The development of policies and procedures as a result of the reports, began in February 2020.
- The initial focus is to update Purchasing/P Card, Accounts Payable, Travel and Expense Reimbursement and Grant Management policies.
- It is anticipated that the updated policies and procedures will be put into place in FY2020/2021.



FINANCE

RESP. MGR.: ONYX JONES

7. The hotline for reporting Fraud, Waste and Abuse of City's resources was setup and made available to residents and employees on the City's website in October 2019.

Financial System Implementation

- Complete implementation of replacement for existing timekeeping software.
- Complete implementation citizen transparency module.
- Provide user support and training. Continue to identify applications of the new system to improve business processes.

Status: In-progress.

1. Employees in the City Manager's Office, City Attorney's Office, Finance Department, Information Technology Department, Administrative Services Department, Police Department and City Council have been setup and trained in the City's timekeeping system ExecuTime.
2. Finance staff are currently working with the Transportation Department to setup and train the majority of the Department's employees by the end of FY 2019/2020.
3. Finance staff are also working to setup the remainder of Department/Division employee's within City Hall by the end of the FY 2019/2020. The remainder of City Departments/Divisions outside of City Hall will be setup and trained during FY 2020/2021. Citizen Transparency Module project is pending due to vendor change, to be completed during FY2020/2021.
4. Finance staff attended Tyler annual conference and explored Purchase Card, Budget, Project Accounting, Employee Expense and Personnel Action applications in the current financial system.

Begin Formal Audit Program for Business Tax Return

- Complete and execute agreement for formal business tax return auditing services.

Status: In-progress.

Contracted with HdL, Inc. for processing of Business Tax Applications and Renewals. The contract with HdL, Inc. includes the formal audit of Business Tax Renewals and HdL, Inc. will begin auditing businesses in the early FY 2020/2021.

RFP for Transient Occupancy Taxes Audit

- Create and award an RFP for transient occupancy tax (TOT) audit of all hotels/motels.

Status: Completed.

HdL, Inc. was hired to conduct City-wide business audit program.



FINANCE

RESP. MGR.: ONYX JONES

Municipal Code Updates

- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Additional CCMC amendments to be presented to City Council during Fiscal Year 2018/2019. Working Group will continue with phase two— updating/creating related policies, procedures, forms and templates, as needed; and phase three— implementation and training.)

Status: In progress.

- The Contracting/Purchasing Ordinance and Policies Update Working Group Project has identified additional amendments to CCMC provisions that it plans to present in fourth quarter of Fiscal Year 2019/2020. Additionally, the City's Internal Control Audit Consultant, Moss Adams, is in review of other purchasing policies and procedures. Once Council approves, the Working Group will continue with phase two — updating/creating related policies, procedures, forms and templates, as needed; and phase three — implementation and training into FY 2020/2021.

FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES

Citywide User Fee Study

- Complete Citywide User Fee Study and review of Development Impact Fees and bring to City Council for adoption.

DEPARTMENTAL INITIATIVES

Policy Project Development – Part II of Internal Audit Function

- Staff will continue to update policies and procedures as recommended by the internal auditors, and the updated policies and procedures will be put into place in FY2020/2021. This phase of the polies and procedures include Financial Reporting, Accounts Receivables, Debt Management and Investments. The final optional phase will include updating the employee manual for Human Resources.

Enhanced Fraud, Waste Abuse Program

- The hotline for reporting Fraud, Waste and Abuse of City's resources was setup and made available to residents and employees on the City's website in October 2019. The procedures for reviewing and investigating reports will be updated with the recommendations by Ad-Hoc subcommittee for Internal Controls.



FINANCE

RESP. MGR.: ONYX JONES

Implement New Purchase Card Process

- Enhancing purchasing card process by transitioning to new card vendor for improved policy integration; efficient data importing to accounting system; and ease of user allocation at department for more expeditious review to limit opportunities for fraud/misuse.

Update 10-Year Fiscal Sustainability Plan

- Update/refine Ten-year Fiscal Sustainability Plan by creating a more dynamic and interactive ten-year forecast that shows various budget scenarios such as: new business development, economic recession, reducing pension liabilities, meeting all city service levels and required infrastructure improvements.

Conduct Transient Occupancy Tax (TOT) Audit Program

- HdL has been selected to conduct TOT audit program. Staff and HdL will develop a program with guidelines and provide training to hotels/motels on preparing TOT remittance forms and submitting the correct amount of TOT.

Update Investment Policy

- Update Investment Policy to meet the requirements of current financial environment. Obtain guidance and assistance from California Municipal Treasures Association (CMTA) on improving current Investment Policy and receive CMTA Investment Policy Certification.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS

- Work with Finance to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment and Internal Control Review. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. The review of Cash Handling, Grant Management Compliance and Internal Controls reports were completed and presented to City Council in September 2019. The review of the 2019 Enterprise Risk Assessment was completed and presented to the Finance Advisory Committee (FAC) in November 2019, and will be presented to City Council prior to June 2020. The Finance Department started implementing the changes recommended by the internal auditors and has provided monthly updates to FAC. As a result of the reports, the City began a project in February 2020 to update Procurement, Accounts Payable, Travel and Expense Reimbursement and Grant Management policies. Staff continues to work on updating policies and procedures as recommended by the internal auditors, and the updated policies and procedures will be put into place in FY20/21. With the auditor's recommendation, the hotline for reporting Fraud, Waste and Abuse of City's resources was setup and made available to residents and employees on the City's website in October 2019.

- Continue efforts to evaluate and improve administrative processes throughout the City, including the implementation of recommendations related to the City's development review process. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. Planning and Building Divisions commenced on-going monthly reports tracking plan review, as well as metrics for next day inspections and number of inspection stops per day. Community Development is currently archiving plan and permit records through record retention program. Community Development, Fire, and Public Works completed Development Services Standard Operating Procedures (SOPs). Permit Center building improvements and Permit Tech II work rotation schedules are expected to be implemented in 2020.

- Collaborate with the Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest. Actively participate in the CCUSD Liaison Committee meetings to develop affordable housing options and a shared webpage. Continue to work with CCUSD staff on mitigating neighborhood impacts from the Robert Frost Auditorium. Work with the WLAC liaison committee to implement workforce and economic development initiatives, as well as provide support from WLAC to engage the community. *2018 Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

Status: In progress. Staff and CCUSD met with Elenda Street neighbors several times regarding Robert Frost Auditorium parking impacts. The City installed new parking restrictions and improved enforcement, while CCUSD improved their communications with Auditorium users to park in CCUSD parking lots. The result is a reduction in the number of complaints about parking impacts from the Robert Frost Auditorium. The City arranged an annual meeting for the WLAC President and representatives from neighboring HOAs in December 2019. Staff outreached to WLC students about internships and to date two WLAC students have interned in the PRCS department.

- Promote alternative forms of transportation throughout Culver City, including micro-transit, walking, biking, and bus transit. Work with Transportation to complete the pilot study of electric scooter share, the development of permanent regulations, and the implementation of Mobility Data Specification. Work with Public Works to research options for and bring to City Council recommendations regarding bike share programs. Report to Traffic and Transportation Subcommittee on progress. *2018 Strategic Plan Reference: Enhance Mobility and Transportation*

Status: In progress. Public Works staff is presently conducting the consultant selection process for the Expo to Downtown Bicycle Connector Project and is expected to seek City Council approval of award of contract in Spring 2020. Project design is expected to take about 18 months. This project will include bicycle, pedestrian and transit improvements.

The Transportation Department has implemented the first scooter share pilot program and will be bringing it to the City Council in the final quarter of FY19-20 with a recommendation for the future program including enhanced rules of operations and longer term agreements with operators. The Department has implemented the Mobility Data Specification requirement as part of the pilot program. The Department has also completed a Short Range Transportation Plan that outlines the Department's strategic goals for the coming fiscal year. Transportation staff is preparing to issue an RFP to update the City's Traffic Demand Management Ordinance and create a program to manage mobility and incentivize and promote the use of various modes of transportation by residents, visitors, and workers. Additionally, the development of the Microtransit Pilot Project is underway, with the targeted kick-off date in late 2020.

- Complete the permitting process for 14 non-storefront cannabis businesses. Complete the permitting process for up to three storefront cannabis businesses out of 23 applicants. Work with Finance to develop permit renewal, auditing and inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

Status: In progress. Four non-storefront cannabis businesses are currently permitted and operating. Eight additional non-storefront businesses are continuing to work to finish the permitting process. Three storefront retail cannabis businesses remain in the application process for a permit, currently undergoing the conditional use permit process. Staff developed permit renewal procedures, with the first permit renewal completed in February 2020.

- Work with the Public Works to ensure robust ongoing communications with the community regarding the Clean Power Alliance Community Choice Aggregation program in Culver City, to ensure a smooth transition during the first full year of operations in Culver City. 2018 Strategic Plan Reference: N/A

Status: Complete. Staff worked with the Public Works Department on the Clean Power Alliance portion of the City website and associated social media communications to the public during the transition.

- Develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, work with Community Development to develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. 2018 Strategic Plan Reference: Ensure Long-term Financial Stability

Status: In progress. Short term rental policy development was placed on hold during the prior year while interim and permanent rent control policies were developed and implemented. Staff will bring forward an ordinance for the City Council's consideration in Q1 or Q2 FY2021.

- Work with City Council and community stakeholders to determine the future use for 10858 Culver Boulevard (former Amvets Post II). 2018 Strategic Plan Reference: N/A

Status: In progress. The City Council held a community meeting in September 2019, in order to seek community input on five ideas for the site that had been proposed by City Council Members and community members at a July 2019 City Council meeting. Over 170 people attended the meeting, which was held at the Culver City Senior Center. The City Council did not make a decision about the site's future at the meeting, but it asked Staff to continue gathering public input. The Community Development Department is now leading this project.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Support the City's work as a member of the Government Alliance on Race and Equity, including efforts to promote racial equity throughout City policies, procedures, and programs. *2018 Strategic Plan Reference: N/A*

Status: In progress. Department staff has participated in Human Resources Department trainings related to the Government Alliance on Race and Equity. Staff is continually looking at opportunities to share the City's efforts with the public through our communication channels.

- Work with Information Technology to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by considering new and innovative business models through an RFP process for network operator. *2018 Strategic Plan Reference: N/A*

Status: In progress. Culver Connect is fully operational. During the fiscal year, laterals have been constructed to connect buildings to the network. The City executed agreements with several businesses to lease dark fiber on Culver Connect, is in progress on agreements with several other customers, and continues to receive interest from potential new customers. The City issued an RFP for new network operator in March 2019, and is currently negotiating an agreement with a new network operator who will also serve as an ISP for Culver City businesses. An updated expenditure and revenue projection will be provided for FY20/21 during the budget planning process.

- (Joint Project with the City Attorney's Office) Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. *2018 Strategic Plan Reference: N/A*

Status: In progress. The City's most recent proposed franchise agreement was sent to Torrance Valley in December 2019. The City is awaiting Torrance Valley's response. Once negotiations conclude, the City will begin negotiations with other pipeline operators.

- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space and potentially increasing opportunities for public meeting space. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. In conjunction with the Public Works Department, staff has been meeting with a space planner and other City departments regarding short- and long-term plans to consolidate space and create flexible meeting and event space.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Support the City Council's direction regarding efforts to explore creative methods to identify affordable and workforce housing opportunities, and address homelessness. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*

Status: In progress. City Council approved an Interim Rent Control Ordinance in August 2019. Staff implemented the ordinance by completing tenant complaint forms, landlord registration and petition forms, and other necessary documents and processes. Staff communicated with the public through printed documents and social media to increase awareness of the ordinance. Staff held stakeholder meetings in order to gather public input on a permanent ordinance.

Staff is leading a Working Group, which includes members of the Community Development, Public Works and Police Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness. Staff has worked with the City's communications consultant on website content, social media posts, and video interviews with the Mayor and Chair of the City's Committee on Homelessness regarding the City's efforts to address homelessness. Additionally, the City's recruitment is underway for a new Assistant to the City Manager on Homelessness.

- Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*

Status: In progress. As of January 2019, the City has seen continued growth in the size of its audience on social media. There are 3,976 followers on the City's Facebook Page; 4,903 followers on the City's Twitter Feed; 12,155 Nextdoor Members; 1,574 followers on the City's Instagram feed; 474 followers on the City's Volunteer Twitter Feed; 957 followers on Fire Department's Facebook Page; 1,130 followers on the Fire Department's Twitter Feed; 2,466 followers on the Fire Department's Instagram Account; 3,312 followers on the Police Department's Facebook Page; 5,258 followers on the Police Department's Twitter Feed; 4,533 followers on the Police Department Instagram Account; 1,004 followers on the PRCS Department's Facebook Page; 639 followers on the Culver CityBus Facebook Page; 242 followers on the Culver CityBus Twitter Feed; and over 31,000 subscribers on the City's GovDelivery platform.

The City's communications consultant and staff have monitored comments from stakeholders through various social media channels and the media. Whenever appropriate, staff and the consultant have noted the comments, informed other City staff, and have responded to inquiries.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

The City has hosted several community meetings on various topics including: The Bearcat Emergency Response Vehicle; Reach Codes: Amendments to Culver City's Energy Efficiency Code; Smart & Safe Cities Forum (with the Independent Cities Association); L.A. County Mock Election (with the L.A. County Registrar-Recorder); Study of Neighborhood Air near Petroleum Sources (with the California Air Resources Board); and the General Plan Update-Speakers Series.

The City implemented an extensive communications campaign to encourage participation in the 2020 Census. The campaign include social media, eblasts, printed materials, a webpage, interior bus signage, and a Be Counted Open House event. Materials were provided in multiple languages. Communications were targeted towards reaching "hard-to-count" individuals.

Staff from the City Manager's Office meets frequently with the communications consultant and organizes quarterly meetings with department heads and key staff members who are involved in communications for their department. Staff will continue meeting with the Assistant City Attorney, Assistant City Manager, and Chief Information Officer to review current policies and consider implementing new policies regarding the management of the City's Social Media Accounts.

- Work with the City Attorney's Office and various City departments on updates to the Culver City Municipal Code, policies and procedures which may be needed following the adoption of new legislation. 2018 Strategic Plan Reference: N/A

Status: In progress. Staff is currently working with various City Departments and the Ad Hoc City Council Subcommittee on Sidewalk Vending to create a new Sidewalk Vending Ordinance for the City.

- Evaluate the viability of relocating the Summer Concert Series to the Culver Steps and the issuance of a Request for Proposals for producer services. 2018 Strategic Plan Reference: N/A

Status: In progress. Staff has toured The Culver Steps to see what opportunities may exist for live music in the future. For Summer 2020, it's been determined that the Summer Concert Series will take place in the City Hall Courtyard.

- Support the City's work as a participant in AARP's Age Friendly Community program. 2018 Strategic Plan Reference: N/A



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

Status: In progress. Staff has helped develop the City's Age Friendly Communities webpage and has assisted with specific social media outreach to update residents on work being done by the Parks, Recreation and Community Services Commission.

- Research the renewal of Measure Y, the City's one-half percent transaction and use tax, which will expire on March 31, 2023, if not reauthorized by voters. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: Complete. On October 28, 2019, the City Council unanimously voted to hold a Special Municipal Election on March 3, 2020 to place Measure CC on the ballot. Measure CC is a ten-year extension of the existing Measure Y one-half percent transaction and use tax until 2033. Staff has worked closely with the City Clerk, City Attorney's Office, and communications consultant to develop informational materials on Measure CC, the continuation of the City's ½ cent sales tax (Measure Y Renewal).

FISCAL YEAR 2020/2021 WORK PLANS

- Work with Finance to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment and Internal Control Review. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- With the new Assistant to the City Manager for Homelessness and working with the Housing Division, support the City Council's direction regarding efforts to explore creative methods to identify affordable and workforce housing opportunities and address homelessness. Work will be done to address numerous priorities, including the following seven goals of the program: Increase bridge housing options and the number of people served; expand homelessness prevention programming; Increase access to affordable and supportive housing across the city; enhance data tracking and homeless outreach activities among city staff and service providers; expand community education efforts around homelessness and raise awareness about available resources and best practices; create local programs to increase workforce training and job opportunities; and enhance local and regional coordination. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Obtain City Council direction on a permanent rent control program. Working with the Housing Division, implement the program by creating the necessary processes, forms, and administrative policies. Communicate about the program to stakeholders including tenants and landlords. Develop and obtain City Council approval for cost recovery fees, if desired by City Council. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by transitioning to a new operator who will also provide ISP services to small businesses. *2018 Strategic Plan Reference: N/A*
- Complete the permitting process for eight non-storefront and three storefront cannabis businesses who are currently in the application process, working with Finance. Re-open the non-storefront permit application process if additional permit slots are available. Work with Finance to develop auditing and annual inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- (Joint Project with the City Attorney's Office) Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. *2018 Strategic Plan Reference: N/A*
- Develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, work with Community Development to develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Collaborate with the Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest. Actively participate in the CCUSD Liaison Committee and WLAC liaison committee meetings, and provide support to WLAC to engage the community. *2018 Strategic Plan Reference: N/A*
- Work with the Transportation Department on strategy and policy development for improving circulation and reducing traffic congestion through expanding numerous modes of transportation. *2018 Strategic Plan Reference: Enhance Mobility and Transportation*
- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space and potentially increasing opportunities for public meeting space. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*

- Work with the City Attorney's Office and various City departments on updates to the Culver City Municipal Code, policies and procedures which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*
- Support the City's work as a participant in AARP's Age Friendly Community program. *2018 Strategic Plan Reference: N/A*